

Presentation and Audio Visual Guidelines

ASP-DAC 2020

Please upload your presentation file via web
by December 31, 2019

(Regular Papers/Invited Papers: PPT, PPTX, or PDF)

http://tsys.jp/aspdac/cgi/add_file.cgi

Uploading Presentation Files

- All the speakers must upload presentation files via http://tsys.jp/aspdac/cgi/add_file.cgi **by December 31, 2019**
- Presentation file must be made either in **PowerPoint 97-2003 (.ppt)**, **PowerPoint 2007-2016 (.pptx)**, or **PDF** formats

ASP-DAC 2020 ARCHIVE

- You can make your slides available via the ASP-DAC 2020 ARCHIVE Web after the conference

FYI: ASP-DAC 2019 Archive

<http://www.aspdac.com/aspdac2019/archive/program/program.html>

You will be asked during upload:

“Do you permit this file to be open on ASP-DAC 2020 ARCHIVE Web site after the conference?”

If you agree, please check “Yes”

- We recommend you to have your slides on the archive, for it will help promote your ideas to a larger audience.

Presentation Preparation

- **Regular Papers:**
 - You have 25 min (20 min for presentation and 5 min for Q&A)
- **Invited Papers:**
 - Discuss the presentation time with the organizer.
- Spend at least 30 seconds on each slide
- Give the audience a chance to read over the slide
- Speak across the slides
- Avoid talking “at” your slide
- Conclude your presentation with point punctuation

Slide Preparation: Rules and Recommendations

- Use “**landscape**” layout
- **NO company name** or **logo** except in title page
- Use **big, bold fonts** in “sans-serif” (Arial/Helvetica)

Recommended font size:

- 36 point for slide title
- 28 point for major bullets
- 24 point for indented bullets
- Anything below 20 point is too small

Slide Preparation: Rules and Recommendations

- Use **contrasting brightness levels**,
e.g. light-on-dark or dark-on-light

Black, blue, red,
green, orange on
white is good

Red on blue is bad

- Minimize the use of animation
- Keep the visual simple
- Use thick lines for graphics (minimum: 2 point)

Slide Preparation: Rules and Recommendations

- This file can be a template for your presentation
- Avoid the bottom region of your slide
 - Difficult to see from back of the room
- **For users of non-English OS:**
 - **Use fonts that are also available in English OS**
 - Verify correct projection at Rehearsal room

$$I = \alpha \times \beta$$

This is OK.

$$I = a \times \beta$$

This is NG (the same equation in a 2-byte font).

Speakers' Breakfast (Mandatory!)

- Time: **8:00 – 8:50** (Jan. 14 – 16)
- Location: **Room 309** at the conference site
 - Attend the speakers' breakfast on the day of your presentation; this is **MANDATORY**
 - Meet your session chairs
 - Meet the other speakers at your session

Each Session Room is Equipped with

- **LCD Projector/Laser Pointer/Microphones**
- **Laptop computer** with USB connectors
 - **You are not allowed to use your own computer**
- **Software:**
 - **MS Office 2016, Adobe Acrobat Reader DC**

During Presentation

- Put on microphone
- Locate & test laser pointer
 - Use it only when necessary during the presentation
- Advance slides with laser pointer, mouse or keyboard arrows

- **KEEP YOUR TIME**

NOTE: Session Staff will assist Session Chair to time the presentation and to show “Time Up” sign at the end of the presentation

Rehearsal is the Key

IMPORTANT!

- Present your complete message within the allotted time
- Rehearsing is the best way to achieve this
- Rehearsal Room
 - Room 306A at the conference site
 - Jan 14 (Tue.) – Jan 16 (Thur.), 8:00AM – 6:00PM