ASP-DAC Presentation & Audio Visual Guidelines

January 24-27, 2006

Slide Prep: Rules and Recommendations

- Use "landscape" layout

- Company Name & Logo are only allowed to appear on the title page

- Big, bold fonts in "sans-serif" (Arial/Helvetica) are the rule for projected presentations

- Use large font sizes. Recommended sizes are:
  - 36 point for slide title
  - 28 point for major bullets
  - 24 point for indented bullets
  - Anything below 20 point is too small

Slide Prep: Rules and Recommendations

- Use contrasting brightness levels, e.g., light-on-dark or dark-on-light, in all of your text and diagrams

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

Red on blue is bad

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

Slide Prep: Rules and Recommendations

- This file can be a template for your presentation
- Avoid the use of the bottom of your slide
  - Bottom parts are not easy to see from the back

- For non-English OS users:
  - Use fonts available on English OS
  - Verify correct projection at File Checking or Rehearsal room.

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

This is OK.

×

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

Presentation Preparation

- 20 minutes for the presentation and 5 minutes for question and answer
- Spend at least 30 seconds on each slide
- Give the audience a chance to read the slide
- Speak across the slides
- Avoid talking "at" your slide
- Conclude your presentation with point of punctuation

Rehearsal is the Key

- **Important:** Present your complete message within the allotted time

- Rehearsing is the best way to achieve this

- Rehearsal Room will be available at the conference site.

Speaker's Breakfast

- Attend the speaker's breakfast the day of your presentation.

- Meet your session chairs and members of the conference committee

- Meet the other speakers at your session

- Go to your session room and upload your slide file

- Go over room logistics, use of projectors, microphones, pointers, etc.

- Go over any changes

Audio Visual Equipment

- LCD Projector

- Laser Pointer

- Microphones

- A Computer with CD-drive and USB connecters
    - Should upload your slide file in advance
    - Can not connect your own laptop computer to projector

- Computer Software: Windows XP, PowerPoint, Acrobat Reader, OpenOffice

Presentation Time!

- Put on microphone: verify sound projection
    - Attach microphone center, high up
    - Be careful about head turning and sound loss
- Find & test the laser pointer
    - Use sparingly: point, explain moving the pointer only minimally, turn pointer off
- Advance slides with mouse or keyboard arrows
- Time talk carefully

ASP-DAC ARCHIVE

- Your slides will be available via the ASP-DAC web site after the conference. This will help promote your ideas to a larger audience.

- We are encouraging all authors to participate. Please load and leave your presentation on the computer in your meeting room. A PDF file is preferred, however, a PPT file is acceptable.