

# Presentation and Audio Visual Guidelines

ASP-DAC 2014

Please upload your presentation file via web  
by **January 13, 2014**

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

[http://www2.infonets.hiroshima-u.ac.jp/aspdac/cgi/add\\_file.cgi](http://www2.infonets.hiroshima-u.ac.jp/aspdac/cgi/add_file.cgi)

# Uploading Presentation Files

- All the speakers must upload presentation files via [http://www2.infonets.hiroshima-u.ac.jp/aspdac/cgi/add\\_file.cgi](http://www2.infonets.hiroshima-u.ac.jp/aspdac/cgi/add_file.cgi) **by January 13, 2014**
- Presentation file must be made either in **PowerPoint 97-2003 (.ppt)**, **PowerPoint 2007 (.pptx)**, or **PDF** formats

# ASP-DAC 2014 ARCHIVE

- You can make your slides available via the ASP-DAC 2014 ARCHIVE Web after the conference

FYI: ASP-DAC 2013 Archive

<http://www.aspdac.com/aspdac2013/archive/>

You will be asked during upload:

“Do you permit this file to be open on ASP-DAC 2014 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.

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

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

# Speakers' Breakfast (**Mandatory!**)

- Time: **7:00 – 8:00** for Jan 21 (Tue) – Jan 23 (Thu)
- Location: **Room 310** at the conference center
  - 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**
  - **If you need to use your own computer for some special reasons, please contact Tulika Mitra  
[tulika@comp.nus.edu.sg](mailto:tulika@comp.nus.edu.sg)**
- **Software:**
  - **OS: Windows 7 Professional**
  - **MS Office 2010, Adobe Reader 10**

# During Presentation

- Put on microphone
- Locate & test laser pointer
  - Use it only when necessary during the presentation
- Advance slides with 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 and Slide File Checking Room
  - **Room 304** at the conference center  
Jan 21 (Tue) – Jan 23 (Thu), 8:00AM – 6:00PM
  - **Room 305** at the conference center  
Jan 20 (Mon) 8:00AM – 6:00PM