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A Letter From The A/V Chair:

November 11, 1999

Dear 2000 IRPS Author/Presenter,

Congratulations on completing your paper manuscript for IRPS 2000! Now you are ready to prepare your Powerpoint presentation. I know you are excited about presenting your work at IRPS. **Before you get started, please read the IRPS 2000 Guidelines for Electronic Presentation** to insure that your presentation at IRPS is *clear, readable, and well received*. IRPS poses a unique challenge for presentation material because we project to a large audience (more than 700) and we need to keep the house lights bright enough for everyone to take notes. A visual that is adequate for a group of 10 to 30 people may not be adequate for the large audience at IRPS. The visual quality of your presentation is critical to the overall success of your presentation, and is therefore a key priority for IRPS. Poor quality visuals distract the audience from your message, and diminish the impact of your work, your session and the symposium in general.

The A/V Guidelines and a sample Powerpoint presentation which demonstrates the A/V guidelines can be downloaded from the IRPS web site at <http://www.irps.org/authorkit.htm>. Follow the A/V guidelines carefully. Your Powerpoint presentation will be returned to you if it does not comply with the A/V Guidelines. This can be a time consuming process so let's shoot for "first pass success" with our presentation materials. The timeline for presentation development follows:

Deadline for submitting draft artwork to paper mentor February 28, 2000
Deadline for edits by paper mentor returned to author March 1, 2000
Deadline for submitting final electronic & hard copy to A/V Comm. March 17, 2000

The preferred method of submitting your presentation is by e-mail. If e-mail is not an option, floppy, CD-ROM, or ZIP media can be sent by express mailing. We also request that your electronic presentation be named P##-#.ppt, where ##-# is the paper identifier listed in the preliminary program. For example, if your paper is 2B.3, name your presentation P2B-3.ppt.

NEW THIS YEAR: NO CHANGES TO YOUR PRESENTATION WILL BE POSSIBLE AT THE SYMPOSIUM. You will have an opportunity to review your presentation with your Session Chair at the projection review meeting the evening prior to your presentation (i.e., Monday evening for a Tuesday session). **Attendance at the projection review is mandatory** and we cannot allow any paper into the conference that has not been through this review process. In reality, this has as much to do with logistics as it does with quality control. Also, please do not forget to bring to the conference a paper copy of your presentation for the author's corner and, to be safe in case of electronic projector failure, back-up overhead transparencies of your presentation.

The goal of the AV team is to help you present your work as clearly and professionally as possible. We will be happy to help you in any way we can. Please don't hesitate to ask for help or advice – and ask early in the process.

Best Regards,

Tom Moore, Texas Instruments
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