



IRPS 2001

AUDIO/VISUAL PRESENTATIONS STANDARDS*

- YOUR KEY TO A SUCCESSFUL PRESENTATION -

1. FORMAT – Documents needed for each presentation:

- ✓ Electronic presentation: Microsoft PowerPoint 97 or 2000 file including all visuals.
- ✓ Name your file P##-#.ppt (where ##-# is your paper ID listed in the preliminary program)
- ✓ Author's Corner poster: hardcopy of the presentation including all visuals.
- ✓ Presentation backup: complete set of overhead transparencies.

2. PAGE LAYOUT

- ✓ Landscape mode only: 8.5" X 11", or A4 (210mm X 297mm).
- ✓ Margins:
 - Electronic file: none.
 - Harcopies (poster and overheads): check your printout
- ✓ No affiliation logos except on the Title visual top left corner.
- ✓ Required visuals:
 - First visual: Title, Author(s), Affiliation(s)
 - Second visual: Purpose
 - Third visual: Presentation outline
 - Final visual: Conclusions
- ✓ Maximum number of visuals: 20 (do not use visuals such as Outline redundantly).
- ✓ Important: page numbering at lower right starting with '1' on the Title visual.

3. TEXT and FIGURES

- ✓ Use US PowerPoint Arial, Helvetica or Symbol Bold default fonts only. Other fonts may cause problems during review and electronic compilation of the session.
- ✓ Black text on white background. High-contrast color where needed in Figures only (not as background).
- ✓ Text must be 20pt minimum. 18pt size can be accepted when used on graph axes.

4. ANIMATION/VIDEO

- ✓ Short animation or video will be accepted when important to the technical content of the presentation. Check with the A/V Chair.

Deviations from these standards must be approved by the A/V Chair. Please check that your documents meet all these criteria before sending to your Paper Mentor. No changes to your electronic file can be made at the Symposium.

Thanks !