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Dear 2001 IRPS Author/Presenter,

Congratulations on completing your paper manuscript for IRPS 2001!

Now you are ready to prepare your Powerpoint presentation. **Before you get started, please read the IRPS 2001 Audio/Visual Presentations Standards** to ensure that your presentation at the Symposium is *readable, and the clarity and impact of your message is maximized.*

This Symposium poses a unique challenge because we typically 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 a large audience. Therefore the visual quality of your presentation is critical and is a key priority.

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

- ◆ The deadlines for presentation development are:

Submit draft electronic presentation to paper mentor by:
Feedback from paper mentor to you by:
Submitting your final electronic copy to paper mentor by:

March 20, 2001
March 27, 2001
April 7, 2001

Please note your primary point of contact is always your paper mentor. Questions can be directed to the A/V Chair or Vice Chair.

- ◆ Important steps in this process are as follows:
 - ◆ Submit your presentation by e-mail. Alternatively — and only in case of issues with email, a floppy, CD-ROM, or ZIP cartridge can be sent by express mailing.
 - ◆ Name your electronic presentation file **P##-#.ppt**, where **##-#** is the paper identifier as listed in the preliminary program. For example, if your paper is 2B.3, name your presentation P2B-3.ppt.
 - ◆ At the Symposium, attend the **Speaker's Breakfast / Projection Review Meeting** scheduled for your presentation, together with your Session Chair. Attendance is mandatory to ensure smooth logistics and allow you to double-check your file and become acquainted with the Audio/Visual equipment.
 - ◆ A PC will be available in the A/V Preparation Room for you to review your electronic presentation file at your convenience (not to make changes).
 - ◆ Do not forget to bring backup paper and overhead copies of your presentation with you to the symposium.
 - ◆ Your poster for the author's corner will be setup the evening prior to 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,

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