

Dear 2010 IRPS Author/ Platform Presenter,

While completing your paper manuscript, you should also begin to prepare your PowerPoint presentation, which is due on March 3, 2010 to your mentor and session chair. Before you get started, please read the IRPS 2010 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 (sometimes 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 element to the success of your paper.

The A/V Standards and a sample PowerPoint presentation are included below in this A/V package. Follow the A/V standards carefully. Your PowerPoint presentation will be reviewed by your session chair and A/V team and will be returned to you if it does not fully match these standards. This evaluation process can be a time consuming process, so please aim for first pass success with the presentation materials. **It is NOT possible to make any changes on your presentation slides at the Symposium**, so please make sure that your presentation visuals meet all of the following A/V standards.

We will be using audio/video capture technology to record your presentation and later link it to your PowerPoint visuals to produce the 2010 Virtual IRPS on DVDROM.

The deadlines for the platform presentation development are:

- Submit electronic presentation to your mentor and session chair by: **March 3, 2010**
- You should expect feedback from session chair by: **March 17, 2010**
- Work with session chair to finalize the presentation: **March 17-30, 2010**
- Submit your final electronic copy for A/V Chair review (see web instructions below) by **March 31, 2010**
- A/V Chair complete Review by **April 30, 2010**.

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

Important steps in this process are as follows:

Before the Symposium

1. Submit your presentation to your session chair and mentor by e-mail by March 3, 2010.
2. 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.

3. Once your session chair has approved your final presentation, submit your presentation to the [START](#) site by **March 31, 2010**. This is the site you submitted your paper to in the fall. You will receive an email with the passcode to access your account to upload your ppt.

At the Symposium

1. Please review the A/V Equipment in the morning of your presentation, together with your Session Chair. **The traditional Speaker's Breakfast may not be given this year.**
2. Review your slides in the A/V setup room the evening before your presentation.
3. Bring a backup electronic copy of your presentation with you to the Symposium.
4. Bring a hard copy printout of your presentation for the author's corner. You should setup your author's corner display boards the evening prior to your presentation in the Presenter's Preparation room.

The goal of the A/V 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.

Thanks and best regards,

2010 IRPS Audio-Visual Chair

Giuseppe La Rosa

2010 IRPS Audio-Visual Vice Chairs

Souvik Mahapatra, Mark White, Jason Campbell, Vincent Huard

IRPS 2010 AUDIO/VISUAL PRESENTATIONS STANDARDS

- YOUR KEY TO A GREAT PRESENTATION –

It is NOT possible to make any changes on your presentation slides at the Symposium. Please make sure that your presentation visuals meet all of the following AV standards.

1. COPIES REQUIRED

- Electronic copy: presentation in only in Microsoft PowerPoint 2003 .ppt format containing all visuals. If you have prepared your presentation in PowerPoint 2007, please convert it to PowerPoint 2000-2003 format.
 - Name your file P##-#.ppt.
 - ##-# is your paper ID listed in the preliminary technical program.
- Hard copy: please bring a hard copy to the Symposium for author's corner. You should setup your author's corner display boards the evening prior to your presentation in the Presenters Preparation room.

2. PAGE LAYOUT

- Landscape mode only: 8.5" X 11", or A4 (210mm X 297mm).
- No affiliation logos except on the Title visual top right corner.
- No slide transitions.
- 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.

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. Avoid light colors such as yellow or green.
- Text must be 20pt minimum. 18pt size can be accepted when used on graph axes.
- Figures pasted in from other applications (e.g., Excel) must conform to font size requirements. Text formatted with 18pt size in Excel may become too small when pasted as a figure into PowerPoint.

4. ANIMATION/VIDEO

- Animation or video is only acceptable when important to the technical content of the presentation.
- Figure animation is acceptable, such as adding arrows, circles, or data/test highlights, to the figures. All critical information and main message should be on the initial layered view of a slide that has a layered figure animation structure.
- Text animation is not acceptable, such as bullets coming in one after another, or text appearing sequentially.

- **Please make sure that the only goal of adding any figure animation or video is to maximize the clarity of your presentation without any possible distraction. If exception to this policy is necessary, check with the A/V Chair in advance.**

5. Time Limit for platform presentations

- **Each platform presentation is allocated a time limit of 25 minutes (20 minutes for the oral presentation + 5 minutes for questions and answers). Please make sure you arrange your presentation to satisfy this time limit. No deviations from this requirement are allowed since it will impact the smooth running of parallel sessions.**

***If deviations from these standards are required please contact the A/V Chair in advance.
Thanks!!***

Sample Title Slide

*Company Logo allowed on title slide ONLY
(optional)* →



**IRPS 2010
A/V STANDARDS FOR
ELECTRONIC
PRESENTATION**

Chance Findings and Ima Scientist

**Sandy Nation Labs
Dry Gulch, NM USA**



Authors and affiliations

Purpose

Sample Purpose Slide (required)

- **Review the standards for preparing presentation visuals for IRPS**
- **Demonstrate the standards in a sample PowerPoint file**
- **Provide the sample PowerPoint file as a model for creating your presentation**

*Use **Bold** text on white (clear) background. Minimum font size is 20pt. Arial, Helvetica and Symbol US default fonts ONLY*

*Page numbers/total number of pages in lower right corner
Starting on page 2*



Outline

Sample Outline Slide (required)

- **Introduction**
- **Page Layout**
- **Text Formatting**
- **Preparing Figures**
- **Animation/Video**
- **Exceptions/Revisions**
- **Summary**

Introduction: Electronic Presentation at IRPS

- **Software to use:**
 - Use only Microsoft PowerPoint 2003. If you have prepared your presentation in PowerPoint 2007, please convert it to PowerPoint 2003 .ppt format
 - Download PowerPoint sample presentation and A/V Guidelines from <http://www.irps.org/authorkit.htm>

Minimum font size is 20pt

Page Layout

- **File → Page Setup:**
 - Slides sized for On-screen Show
 - Landscape mode
- **Maximum of 20 slides**
- **Page number/Total number of pages at lower right**
- **Four required slides:**
 - Title, Purpose (#2), Outline (#3), Summary
- **No slide transitions**

Page numbers / Total number of pages

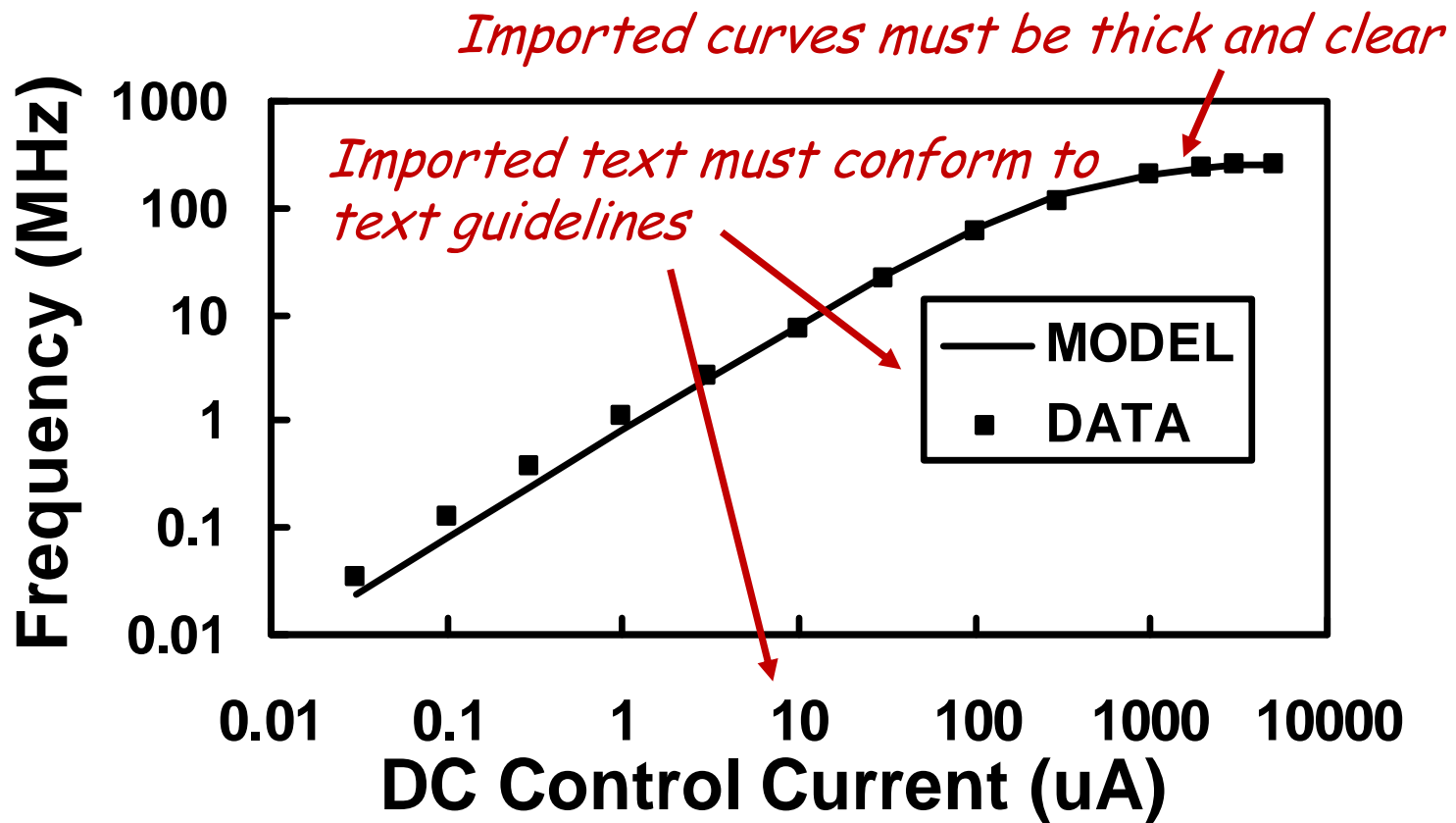


5/11

Text Formatting

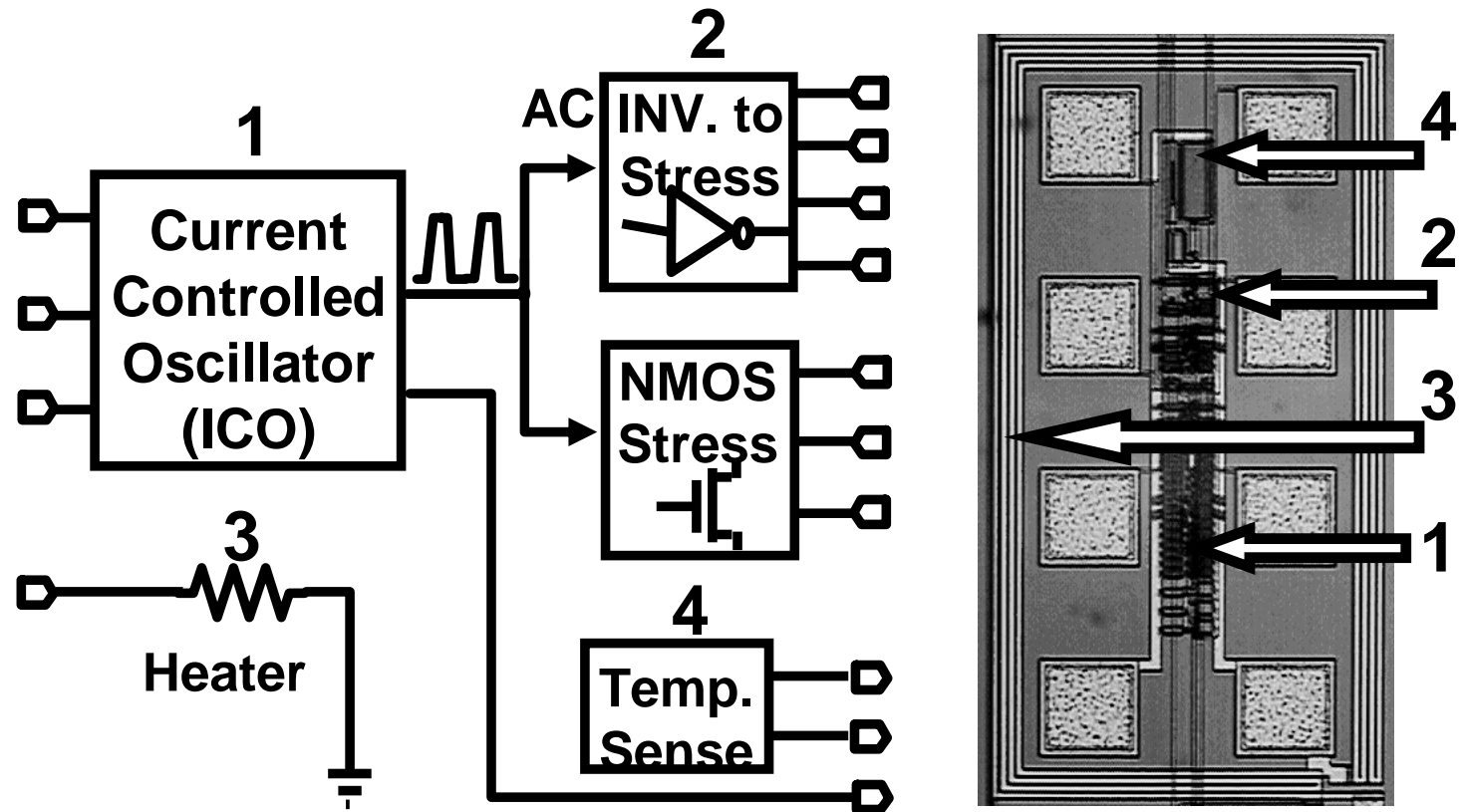
- **Arial, Helvetica or Symbol fonts ONLY**
 - Math and Greek symbols found in Symbol font
- **Bold font, minimum of 20pt**
 - Applies to text imported from other applications such as figure captions, legends, axis labels, etc.
 - Minimum size of 18pt acceptable for axis labels
- **No color backgrounds**
- **Black or high-contrast **color** text on white (clear) background**
 - Use color text carefully

Preparing Figures



Preparing Figures

Imported images must be clearly labeled



Animation/Video

- **Animation or video is only acceptable when important to the technical content of the presentation**
 - **Figure animation is acceptable, such as adding arrows, circles, or data/test highlights, to the figures. All critical information and main message should be on the initial layered view of a slide that has a layered figure animation structure**
 - **Text animation is not acceptable, such as bullets coming in one after another, or text appearing sequentially**
 - **If exception to this policy is necessary, check with the A/V Chair in advance**

Exceptions/Revisions

- **Exceptions to the A/V Standards must be approved by the A/V Chair IN ADVANCE**
 - The standards are meant to ensure quality presentations, not restrict technical expression
 - Send questions to your paper mentor, the A/V chair or vice chair paper mentor
- **NO CORRECTIONS to the presentation files are possible at the Symposium. (Presentations will stored on master CD-ROM)**

Conclusions

Sample Conclusions Slide (required)

- **When preparing your IRPS PowerPoint presentation, follow the A/V Standards from the start**
- **Remember: Corrections to the slides will **NOT** be possible at the Symposium**
- **Ask questions early in the process to avoid wasting time. We are here to help you make a great presentation**
- **Bring a hard-copy for the Authors' Corner**
- **See you at the Symposium!**