

## **SPEAKER INFORMATION GUIDE**

### *REQUIREMENTS FOR PRESENTING YOUR TALK AT CICC 2001*

#### **Regular Paper Presentation**

**ATTENTION:** Since your name appeared first on the submitted manuscript or you requested to be the contact person, we addressed this acceptance letter and Presentation Kit to you. In the event you do not plan to present this paper, please pass this material on to the actual speaker immediately.

#### **Pre-Conference Publicity**

As stated in the Author Kit, accepted papers and supporting information will be used for publicity purposes and portions of these papers may be quoted in pre-conference magazine articles. Authors who found this policy unacceptable were instructed to indicate this in the cover letter when submitting papers for review.

#### **Author Interview Sessions**

Authors are required to participate in the CICC author interviews at the end of the afternoon sessions on the day you present your paper. This additional forum provides an opportunity for relaxed discussions with your colleagues outside the strict time constraints of the regular sessions. The location will be announced in the April mailing to speakers. These interviews prove to be a stimulating sequel to the formal presentation of your paper.

#### **Registration Information**

CICC policy requires that all authors and speakers attending the conference must register and pay the registration fee. The Advance Program Brochure containing conference registration and hotel reservations forms will be mailed to the speakers in late February.

#### **Audio/Visual Needs**

CICC requires the use of electronic projection for all technical papers. The projection medium is either Powerpoint-97 or PDF (Adobe Acrobat-4.0). **NO 35mm SLIDE PROJECTORS or VIEW-GRAPH MACHINES WILL BE AVAILABLE** in the regularly scheduled technical sessions.

There is a Powerpoint template and Powerpoint presentation instructions on the CICC web page to assist you in preparing your paper. The web address is <http://www.ieee-cicc.org>; follow the links to "Powerpoint presentation Instructions". Following these instructions is critical to the preparation of your presentation. Please follow them carefully.

All speakers are required to send their session chairperson an initial electronic version of their presentation (due March 30<sup>th</sup> 2001) as part of the normal review process. The final presentation file must be sent to your session chairperson by April 27<sup>th</sup> 2001. When you send a presentation to your session chairperson, please use a file name with the pattern "N-M\_authname\_version.ppt" (or .pdf) where N is the Session Number (number before the hyphen in your acceptance letter), M is the Paper Number (number after the hyphen in your acceptance letter). Author name is of course your last name and version is the particular way you chose to identify multiple version of your presentation. Sample: 5-3\_smith\_final.ppt. The session chair will load the final version of your presentation on the conference computer on May 5<sup>th</sup>, 2001 (between 1:00<sup>pm</sup> and 6:00<sup>pm</sup>) or on May 6<sup>th</sup>, 2001 (between 1:00<sup>pm</sup> and 6:00<sup>pm</sup>). If for some reason you need to update your presentation after the final version has been sent, you must make specific arrangements to meet with the session chair to download the correct version of the file during Speaker Preparation Room hours. We will not allow any down loading of presentations the day of a session. Extra computers will be set up in the Speaker Preparation Room so that authors can preview but not change their presentations. Hours of the Speaker Preparation Room are:

Monday, May 7            8:00 am – 4:00 pm  
Tuesday, May 8           8:00 am – 4:00 pm

**Speakers should bring an electronic copy of their presentation as a backup. Speakers are also required to bring a pdf file and one hard copy of their presentation for the CD ROM production.**

### **Time allowed for Presentation**

Each speaker will be introduced by the Session Chairperson, who will also serve as a moderator during the question-and-answer period. Each paper will be allotted 20 minutes, with an additional 5 minutes for a question-and-answer period following each talk. Due to our tight schedule, your **talk MAY NOT EXCEED 20 MINUTES**, and will be stopped if you exceed that time.

### **Preparation of Your Talk**

1. Organize your talk to complement, not duplicate your paper.
2. Briefly outline your talk and what will be covered.
3. Define your problem. What led to your work? What were your objectives? What were the advantages and disadvantages of your methods and devices?
4. Outline the course of your work, mentioning major features only!
5. Suggest applications, make recommendations.
6. Rehearse your talk aloud with a private audience. Practice with your final electronic images.

### **Visual Aids**

Electronic images help to visualize points that are important but difficult to explain verbally. Use these images to visualize the essential points of your talk only. Be selective. No logos are permitted except on the title image.

All images should be in a horizontal, not vertical, format. Make them simple and easy to read. Follow the instructions in the template file on the CICC web page (<http://www.ieee-cicc.org>). This template file contains suitable colors and fonts, as well as examples of good and bad techniques.

Powerpoint allows the possibility of animation. Animation should not be used as a "clever gimmick" that serves only to grab attention. Animation may only be used for its unique ability to show the evolution of a process over time. If you plan to use animation, you **MUST** have prior approval from your Session Chair.

### **Conference Schedules**

Information on conference schedules, meetings with your Session Chairman, etc. will be sent in April.

If you have any questions don't hesitate to contact your Session Chairperson or Melissa Widerkehr at the Conference Office. The CICC office information is [cicc@his.com](mailto:cicc@his.com) or 301-527- 0900 x 207.

Authors should note the following key dates for the presentations:

*March 30<sup>th</sup> , 2001*

Send preliminary presentation file to Session Chair for review of complicated slide or animation concept

*April 27<sup>th</sup> , 2001*

Send final presentation to Session Chair for down loading on the conference computer

*May 7<sup>th</sup> , 2001*

Morning: Sessions 1 - 5

Afternoon: Sessions 6 - 9

*May 8<sup>th</sup> , 2001*

Morning: Sessions 10 - 13

Afternoon: Sessions 14 - 18

*May 9<sup>th</sup> , 2001*

Morning: Sessions 19 - 22

Afternoon: Sessions 23 - 26

## **Electronic Image Preparation and Presentation Instructions**

Your audience is accustomed to presentations that rely on visual aids. Consequently, they expect material that is readable from all seats in the room. The following information will assist you in preparing your visuals and meeting the standards of quality expected by the Conference Committee and audience.

### *PRESENTATION PREPARATION INSTRUCTIONS*

Keep concepts as simple as possible and limit each electronic image to one main idea.

Do not use unfamiliar words and complicated electronic images.

Use electronic images to supplement and support your oral presentation, not simply to repeat what you are saying.

Use several simple images rather than one complicated one, especially if you will be discussing it at length.

Use duplicate images if you need to refer to the same concept at different times in your presentation.

For images with text only, try to use no more than 30 words and no more than 6 lines, double spaced per slide.

For illustrations, make all lines, number, and captions of sufficient thickness so that when they are projected clearly. The lines, numbers, and captions that are suggested are seen in the following samples.

Often graphics data (waveforms; schematics; layouts; ...) that is imported from another application is very accurate but has inadequate line width and font size to be useful; it is often better to re-draw the material using native Powerpoint graphics than to present the original data, even though the exactness of the original data is lost.

Center all material. Use a horizontal format ONLY.

High contrast is important. Use light colored letters (white, yellow, orange, etc...) on a medium blue background.

Limit the use of the color red - people with color blindness will not be able to read your slides.

### *PRESENTATION INSTRUCTIONS*

Report to the room assigned to your presentation 30 minutes before the session begins so you can preview your presentation on the equipment in the room. Your Session Chair will instruct you on use of the controls to advance the slides in your presentation.

Your session chair will adjust a microphone for you.

You will have a laser pointer to direct the audience's attention to a particular area of an image during your presentation. Please observe proper etiquette with this pointer: do not turn it on when it is not needed. When it is needed, please point carefully to the area of interest rather than wave it carelessly across the screen.

The audience will have a microphone available for all to hear any questions asked; however, if a question is clearly inaudible to everyone in the presentation room, please try to repeat the question using your microphone before answering it. If there is difficulty understanding a question due to a language barrier, please ask your session chair for assistance.