IMS2017
Oral Presentation Guidelines

Purpose of this Presentation

This presentation contains recommended guidelines for electronic slide preparation and provides an electronic template.

The file you are reading has settings, colors, and fonts that make it easy to read.

You may edit this file and replace our slides with your presentation.

Please review the excellent article by Joseph White
JFWhite.pdf

A 1.1 THz Micromachined On-Wafer Probe

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Typical Presentation Flow

- Title slide

- Outline slide of your talk

- Introduction / Motivation / Problem or Challenge

- Details of work

- State how your results compare to other reported work

- Conclusion slide

- Backup slides if desired

Style Guidelines

- Use short phrases, not long sentences

- Use Arial (or similar) sans serif font
  - This line uses Arial 24 pt
  - This line uses Helvetica 24 pt
  - This is Calibri 24 pt
  - The rest of the document uses Franklin Gothic Book

- 28 Point or larger for titles

- This font is 16 pt. If you use fonts that are smaller than 18 point, people in the back of the room cannot read your slide.

Special Fonts or Symbols

- Watch out for:
  - Wingdings
  - MS Line Draw
  - Monotype Sorts
  - Symbol fonts
  - Asian language fonts

- Please embed TrueType fonts

Style Guidelines (cont'd)

- Goal of one slide in 1 to 2 minutes

- Each slide should have a title

- Limit ~ 9 lines of text

- Limit ~ 7 words per line

- Slides sized for "On Screen Show"

- Slide orientation: Landscape

Contrast

- Choose high contrast font color

- Use dark lines/text on a light background
  - Foreground: Black, Blue, Red
  - Background: White
  - Caution: yellow, grey or cyan lettering and lines are unreadable when projected

Display Speed

- Slides should display without delay

- Do not distract the audience with
any transition effects

- Avoid use of slow graphics, fonts and special effects

- Do not use sound effects

Diagrams

- Keep diagrams simple

- Easy to view

- Make all text readable with large font

- Use all space in rectangle

- No borders

Graphs

- Use graphs, avoid tables

- Keep graphs simple

- Eliminate or subdue distracting grid lines

- Use large font sizes including axes labels

- You do not need to apologize for presenting an "eye chart" if you do not present one.

Summary

- Keep your slides simple

- Use large fonts for high visibility

- Use high contrast colors

- Present the highlights, not the detail