

## SPEAKER INFORMATION GUIDE

### REQUIREMENTS FOR PRESENTING YOUR TALK AT THE 2004 SYMPOSIA ON VLSI TECHNOLOGY AND VLSI CIRCUITS

#### 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 and notify the Secretariat (USA) of the change in contact information immediately:

Secretariat for VLSI Symposia (USA)  
16220 S. Frederick Ave., Suite 312  
Gaithersburg, MD 20877  
Tel: +301-527-0900 ext. 103  
Fax: +301-527-0994  
E-mail: [vlsi@vlsisymposium.org](mailto:vlsi@vlsisymposium.org)

#### Audio/Visual Needs – Overview

Electronic projection is required for all technical papers.

- The projection medium is either **Powerpoint-2002** or PDF (**Adobe Acrobat-5.0**). IBM PC versions ONLY.
- **NO 35MM SLIDE PROJECTORS WILL BE AVAILABLE.**

When preparing your electronic presentation, carefully follow the instructions in this document. We also urge you to use the template on the VLSI web (<http://www.vlsisymposium.org>; follow the links to "PowerPoint Presentation Template"). Following these instructions is critical to the preparation of your presentation.

**Please bring an electronic copy of your presentation to the VLSI Symposia.** You may use a CDROM or a PCMCIA Card.

**Speakers should also bring overhead transparencies of their presentation as a backup.**

**Uploading:** At least one day prior to your session, you are required to go to the Speaker Ready Room to upload your presentation to the VLSI computer. Absolutely no uploading of presentations will be permitted the day of a session.

**Confidentiality:** The content of electronic presentations is assumed to be placed in the public domain at the time of the VLSI Symposia. However, we will make reasonable attempts to delete all electronic files from the VLSI Symposia computers after the presentations are completed. The VLSI Symposia will not publish or distribute the presentation material.

#### PREPARING YOUR PRESENTATION

Read these instructions carefully and completely. 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. PowerPoint Presentation Template: Obtain a copy of the VLSI presentation template (<http://www.vlsisymposium.org>; follow the links to "PowerPoint Presentation Template"). The template file contains suitable colors and fonts, as well as examples of good and bad techniques. Even if you do not plan to use powerpoint and plan to create a .pdf file, carefully review the information in the powerpoint template.

**Use of animation is prohibited.**

#### **Suggestions for a good presentation:**

1. Briefly outline your talk and what will be covered.
2. Define your problem. What led to your work? What were your objectives?
3. Use your presentation to visualize the essential points of your talk. Be selective.
4. Keep concepts as simple as possible and limit each page to one main idea.
5. Use several simple figures rather than one complicated one, especially if you plan to discuss it at length.
6. Make a clear conclusion. Suggest potential applications.
7. Rehearse your talk aloud with a private audience. Practice with your final electronic presentation.



### **Presentation Preparation Instructions**

- Page set-up: Images must be sized for 8-1/2" x 11" paper. (Click on "File", "Page Set-Up", click on arrow for "Slides Sized For" and pick "Letter Paper: 8-1/2X11"). **DO NOT size for A4 or 35mm slide.**
- Leave 1/2" or 1cm margin on all four sides.
- All pages should be in a horizontal format, not vertical.
- No logos are permitted except on the title page.
- High contrast is important. Use white, or yellow text only on a medium blue background in principle.
- Use Arial Bold font. Do not use fonts smaller than 24 point.
- For pages with text only, use no more than 30 words and no more than 6 lines, double spaced per slide.
- For illustrations, make all lines, numbers, and captions of sufficient thickness and size so that they are projected clearly. Again, use Arial Bold font and do not use fonts smaller than 24 point.
- Often graphical data that are imported from another application have inadequate line width and font size to be useful. If necessary, re-draw the material using native PowerPoint graphics.
- Use duplicate copies of a page if you need to refer to it at different times in your presentation. Do not rely on moving back to previously shown pages.
- The name of your file should be the symposium you are presenting in, your paper session number followed by the appropriate extension for your archiving method. For example, if your paper is for the Circuits Symposium, Session 2, Paper 4, you would submit your file as C2p4.ppt or C2p4.pdf (depending if you are using powerpoint or pdf). If your paper is for the Technology Symposium, Session 2 paper 4, you would submit your file as T2p4.ppt or T2p4.pdf.
- Embed true type fonts in powerpoint files:  
To embed fonts, click on "File", "Save As", "Tools", "Embed True Type Fonts" or, click on "File", "Save As" and check "Embed True Type"

### **UPLOADING YOUR PRESENTATION**

Bring an electronic copy of your presentation to the VLSI Symposia. You may use a CDROM or a PCMCIA Card. Just in case, speakers should also bring overhead transparencies of their presentation as a backup.

**Speaker Ready Room:** In order to assure the proper handling of your audiovisual material, please deliver it to the Speaker Ready Room, at least one day prior to your presentation. The Speaker Ready Room "Iolani 5", at the Hilton Hawaiian Village will be open as follows. Speakers are only allowed access to this room during these hours due to equipment security requirements.

Monday, June 14	8:00 a.m. – 5:00 p.m.
Tuesday, June 15	7:30 a.m – 5:30 p.m.
Wednesday, June 16	7:30 a.m. – 5:30 p.m.
Thursday, June 17	7:30 a.m. – 5:30 p.m.
Friday, June 18	7:30 a.m. – 5:30 p.m.

### **PRESENTING YOUR PAPER**

Report to the room assigned to your presentation 15 minutes before the session begins. Your Session Chair will instruct you on use of the microphone and the controls to advance the images in your presentation.

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 microphones available for the question-and-answer period. However, if a question is inaudible to everyone in the room, please repeat the question yourself before answering it. If there is difficulty understanding a question due to a language barrier, please ask your session chair for assistance.

**Time Allowed for Presentation:** Regular papers are allotted 20 minutes, with an additional 5 minutes for a question-and-answer period following each talk. The Session Chairperson will introduce the speakers and will moderate the question-and-answer period.