SPEAKER'S INFORMATION GUIDE
REQUIREMENTS FOR PRESENTING YOUR TALK AT THE
2013 SYMPOSIA ON VLSI TECHNOLOGY AND VLSI CIRCUITS

<u>Regular Paper Presentation</u>

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 (Japan) of the change in contact information immediately:

> Secretariat of VLSI Symposia (Japan)
> c/o ICS Convention Design, Inc.
> Chiyoda Bldg. 1-5-18 Sarugakucho,
> Chiyoda-ku, Tokyo 101-8449, Japan
> Tel: +81-3-3219-3541
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<u>Audio/Visual Needs – Overview</u>

Electronic projection is required for all technical papers.
> The projection medium is limited as follows
> - **OS: Windows 7**, **Powerpoint 2003, 2007, 2010** and **PDF Adobe Reader XI (version11.0.2)**

When preparing your electronic presentation, carefully follow the instructions in this document. We also urge you to use the sample on the VLSI web (http://www.vlsisymposium.org follow the links to "Presentation Guidelines"). 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 USB Thumb Drive or a CD ROM.

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.

Presentation Guidelines

Obtain a copy of the VLSI presentation sample (http://www.vlsisymposium.org follow the links to "Presentation Guidelines"). The sample 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 sample.

1. *Use of animation is prohibited.*

2. *Suggestions for a good presentation:*

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

3. *Presentation Preparation Instructions:*

   Slide Format Requirements:
   Slides must be sized for Letter Paper (8.5 in x 11 in), with 0.5 in margins.
   - Slides should not be sized for A4 Paper.

   > How To: Using PowerPoint, show the "Page Setup" menu, then specify:
   > ☐ Slides sized for: Letter Paper (8.5x11in)
   > ☐ Width: 10 inches
   > ☐ Height: 7.5 inches

   Slide orientation must be Landscape (horizontal).

   > How To: Using PowerPoint, show the "Page Setup" menu, then specify:
   > ☐ Orientation Slides: Landscape

   Slide Format Rules:
   - Corporate and institutional logos are not permitted, except on the title slide.
   - Corporate and institutional backgrounds and borders are not permitted.
   - Backgrounds must be white.
   - Text, lines, and shape outlines must be dark.
   - Text fonts must be appropriate for screen display.
     - Recommended font: Trebuchet MS.
     - Reasonable alternatives include: Arial and Verdana.

Title Slide Requirements:
- Title slide must include:
    - Title of presentation,
    - Names and affiliations of all authors,
    - Full name of presenter.
- Full name of presenter must be underlined.
- Superscripts may be used to indicate individual author affiliations.

Font Size Rules:
- Title font size must be ≥ 32 pt.
- Primary text font size must be ≥ 28 pt.
- Secondary text font size must be ≥ 24 pt.
- All other text font size should be ≥ 24 pt, unless a smaller font is absolutely necessary.
- Font sizes (including labels on diagrams & graphs) must always be ≥ 20 pt.

For slides with text only, use no more than 30 words per slide and no more than 6 lines of text per slide.

For illustrations, make all lines, numbers, and captions of sufficient thickness and size so that they are projected clearly.

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 slides that will be used more than once during the presentation. Do not plan to move back to previously shown slides during the presentation.

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 Technology Symposium, Session 2, Paper 4, you would submit your file as T2p4.ppt (PowerPoint) or T2p4.pdf (PDF).
- If your paper is for the Circuits Symposium, Session 2, Paper 4, you would submit your file as C2p4.ppt (PowerPoint) or C2p4.pdf (PDF).

Embed TrueType fonts in PowerPoint files.

How To: 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 USB Thumb Drive or a CD ROM.

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 "Oshidori", at the Rihga Royal Hotel Kyoto will be open as follows.

Speakers are only allowed access to this room during these hours due to equipment security requirements.

Monday, June 10	8:00 a.m. - 5:00 p.m.
Tuesday, June 11	8:00 a.m. - 5:00 p.m.
Wednesday, June 12	8:00 a.m. - 5:00 p.m.
Thursday, June 13	8:00 a.m. - 5:00 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.