Presentation and Audio Visual Guidelines

ASP-DAC 2024

Please upload your presentation file via web
by January 11, 2024
(Regular Papers/Invited Papers: PPT, PPTX, or PDF)
http://tsys.jp/aspdac/cgi/add_file.cgi

Uploading Presentation Files

- All the speakers must upload presentation files via
  http://tsys.jp/aspdac/cgi/add_file.cgi
  by January 11, 2024

- Presentation file must be made either in **PowerPoint 97-2003** (.ppt), **PowerPoint 2007-2016** (.pptx), or **PDF** formats

ASP-DAC 2024 ARCHIVE

- Your can make your slides available via the ASP-DAC 2024 ARCHIVE Web after the conference

  FYI: ASP-DAC 2023 Archive

  https://www.aspdac.com/aspdac2023/archive/program/program.html

You will be asked during upload:

"Do you permit this file to be open on ASP-DAC 2024 ARCHIVE Web site after the conference?"

If you agree, please check "Yes"

- We recommend you to have your slides on the archive, for it will help promote your ideas to a larger audience.

Presentation Preparation

- **Regular Papers:**
  - **You have 25 min (20 min for presentation and 5 min for Q&A)**
- **Invited Papers:**
  - **Discuss the presentation time with the organizer.**
- Spend at least 30 seconds on each slide
- Give the audience a chance to read over the slide
- Speak across the slides
- Avoid talking "at" your slide
- Conclude your presentation with point punctuation

Slide Preparation:
Rules and Recommendations

- Use "**landscape**" layout

- **NO company name** or **logo** except in title page

- Use **big**, **bold fonts** in "sans-serif" (Arial/Helvetica)
  Recommended font size:
  - 36 point for slide title
  - 28 point for major bullets
  - 24 point for indented bullets
  - Anything below 20 point is too small

Slide Preparation: Rules and Recommendations

- Use **contrasting brightness levels**,

  e.g. light-on-dark or dark-on-light

  Black, blue, red, green, orange on white is good

  Red on blue is bad

- Minimize the use of animation

- Keep the visual simple

- Use thick lines for graphics (minimum: 2 point)

Slide Preparation: Rules and Recommendations

- This file can be a template for your presentation
- Avoid the bottom region of your slide
  - Difficult to see from back of the room

- **For users of non-English OS**:
  - **Use fonts that are also available in English OS**
  - Verify correct projection at Rehearsal room

$$I = \alpha \times \beta$$

This is OK.

$$I = \alpha \times \beta$$

This is NG (the same equation in a 2-byte font).

Each Session Room is Equipped with

- **LCD Projector**/Laser Pointer/Microphones

- **Laptop computer** with USB connectors
  - **You are not allowed to use your own computer**

- Software:
  - PowerPoint 2013 and PowerPoint 2021
  - Adobe Acrobat Reader DC

During Presentation

- Put on microphone

- Locate & test laser pointer
  - Use it only when necessary during the presentation

- Advance slides with mouse or keyboard arrows

- **KEEP YOUR TIME**

  NOTE: Session Staff will assist Session Chair to time the presentation and to show "Time Up" sign at the end of the presentation

Rehearsal is the Key

IMPORTANT!

- Present your complete message within the allotted time

- Rehearsing is the best way to achieve this

- Rehearsal Room
  - **Room 201** at the conference site
  - Jan 23 (Tue) – Jan 25 (Thu), 8:00AM – 6:00PM

- File Checking Room
  - **Room 202** at the conference site
  - Jan 23 (Tue) – Jan 25 (Thu), 8:00AM – 6:00PM