



International ESD Workshop: 2010

# Electronic Presentation Guide

Do Not include logos or names of your employer or university on **any** of the viewgraphs, **except** for the title viewgraph.

**You can use this PowerPoint set for your presentation.**

**It has all the requirements.**



# Standards vs. Guidelines

- Standard = mandatory requirements for IEW presentations
  - Presentation in future years can/could be withdrawn for failure to follow!
  - ***Standards are shown in red italic text***
- Guideline = suggested best practices
  - It's your choice: deviate at own risk
  - Guidelines are shown in ordinary black text



# **Mandatory Slides**

- ***Title slide (logo permitted here) to include all authors & affiliations***
- ***Bio slide: presenter only***
- ***Abstract slide: up to 200 words***
- ***Detail slides (i.e., body of your talk)***
- ***Next to last slide: Conclusion slide***
- ***Last Slide: References slide (one page only) associated with the work. Reduced font size is acceptable for this slide only.***



# Recommended Guidelines

- Your presentation does NOT have to use a white background as this example suggests.
  - However, other color schemes should be checked on a projector to make sure they are easily visible
  - This PowerPoint file has settings, colors, and fonts that conform to IEW guidelines
  - You may edit this file and replace the slides with your presentation
  - Final slide sets will be printed in the program book. Dark backgrounds are discouraged because of the difficulty in printing such slides with good legibility.



# Projection Computer- Minimum

- ***Windows PC***, 100Mhz or faster
- 32 Mbytes CPU memory
- ***Use PowerPoint 2003 or higher (preferred).***
- ***Projection equipment etc. provided by IEW***
- ***IEW Management Chair or ESDA Registration will have a copy of ALL presentations.***
- ***Changes made at the workshop only under extraordinary circumstances***
  - ***At the discretion of the audio/visual chairs***



# **Presentation File- Instructions**

- ***One file per presentation***
- ***PowerPoint (.ppt) format***
- ***File totally self contained***
- ***Please, no links to:***
  - ***Other files***
  - ***The internet***




# PowerPoint Instructions

***You can prepare your presentation using Microsoft PowerPoint 2003 or higher.***

- .ppt or .pps file extension
- MacIntosh PowerPoint allowed, but extra precautions should be taken. Please work with your AV chair in this regard.

# Hardcopy instructions

- *You will submit a PDF for the program book*
- Select File → Print
  - *Print what: “Handouts”*
  - *Color/grayscale: grayscale*
  - *Handouts: slides per page: 2*
- *Check that the hardcopy slides are readable*
  - *Check that you don’t lose content because of color mapping to grayscale*
  - *Fix problems by viewing slides in grayscale*
    - ◆ *Use the color/grayscale icon  in the toolbar*
    - ◆ *Right click on graphics object and adjust colors*



# Recommended Style Guidelines

- The number of slides depends on the length of your presentation – typically 3 minutes/slide.
- Each slide should have a title.
- 9 lines maximum on a text slide; with 7 words maximum per line
- PowerPoint Page Setup:
  - Slides sized for: “On Screen Show”
  - Slide orientation: **Landscape**
- ***High contrast! Recommended: Dark lettering/lines on a light background. Example: black and dark blue on white.***



# **Recommended Style Guidelines (cont.)**

- Very short phrases, not long sentences
- Use Arial, or similar sans serif font
  - This line shown in Helvetica font
  - The remaining slides use Arial font
  - Serif fonts such as Times, Book Antiqua, etc. are NOT recommended!!
- **Titles = 36 point font size**
- Text = 28 point font size, minimum.
- This simple, bold font, must be readable on hard copy from a distance of 2 meters (28-pt. size).



# Other Recommended General Tips

- *Company (university) logo on title slide only*
- Show only what you will talk about
- Use solid white for blank slides
  - Focus attention on speaker
- Instead of going back to a previous slide, it is recommended that you make another copy of it



# Recommended Contrast Guidelines

- **High contrast** is very important for the audience
- Use **dark lines/text on light background**
  - Foreground: dark blue or black
  - Background: White
  - **Caution:** Yellow, gray, pink, or light blue **lettering** and **lines** become unreadable when projected
- If you plan to use old slide(s), any background is usable/acceptable if the slide(s) is (are) readable per the other slide guidelines. However, consistency of format is encouraged!



# Display Speed Guidelines

- Slides should display instantly
- Do Not distract the audience with slow transition effects
- Avoid overuse of slow graphics, fonts, and special effects



# Transitions Between *Slides*

- Special animation when changing from one slide to another is NOT recommended.
- This is usually highly distracting to audience
- If you must, we recommend that you use only as special attention getter on specific slides
- Default settings should be:
  - Effect: No transition
  - Speed: Fast
  - Advance: On mouse click
- ***Slides must be in consecutive order***

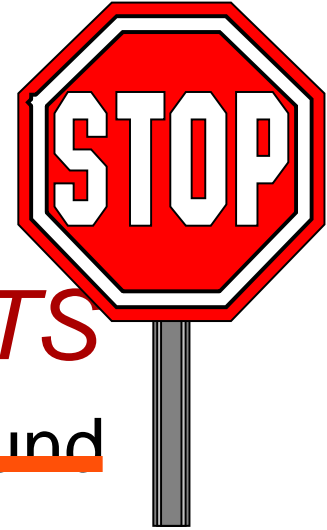


# Transitions Between *Lines*

- Can be highly effective
- Focus attention on specific line of slide
- Dim previous lines
- Make transitions instantaneous
- Be consistent

# Using Video Clips

- There will be NO video clip capability at the workshop location.
- Video clips can NOT be part of the presentations.
- Video clips can be shown (during breaks) by the presenter privately to interested parties using the presenter's own laptop.



# Sound Effects Guidelines

- *DO NOT USE SOUND EFFECTS*
- Projection computer not connected to sound system
- Sound effects slow down slide transitions
- Noise from projection computer may distract audience



# **Borders and Other Space Wasters**

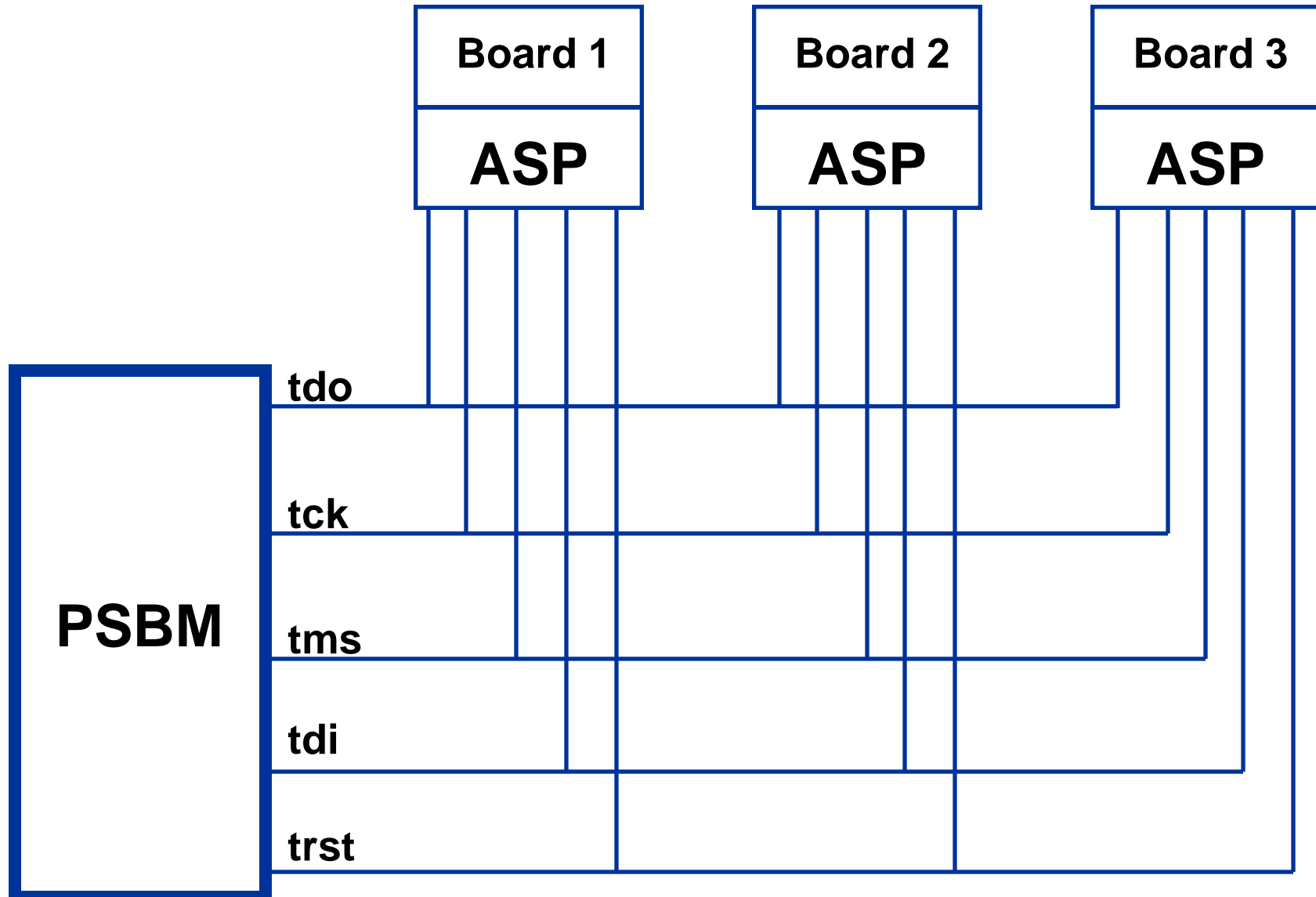
- Do not use borders, headers, footers or objects on the master slide page
- They reduce the amount of space available for your text and data
- They slow down the slide display



# Diagram slides Guidelines

- Keep diagrams simple
- Easy to view
- Make text readable
- Use all available slide space
- Example follows on next slide:

# EXAMPLE: Backplane ASP Connections

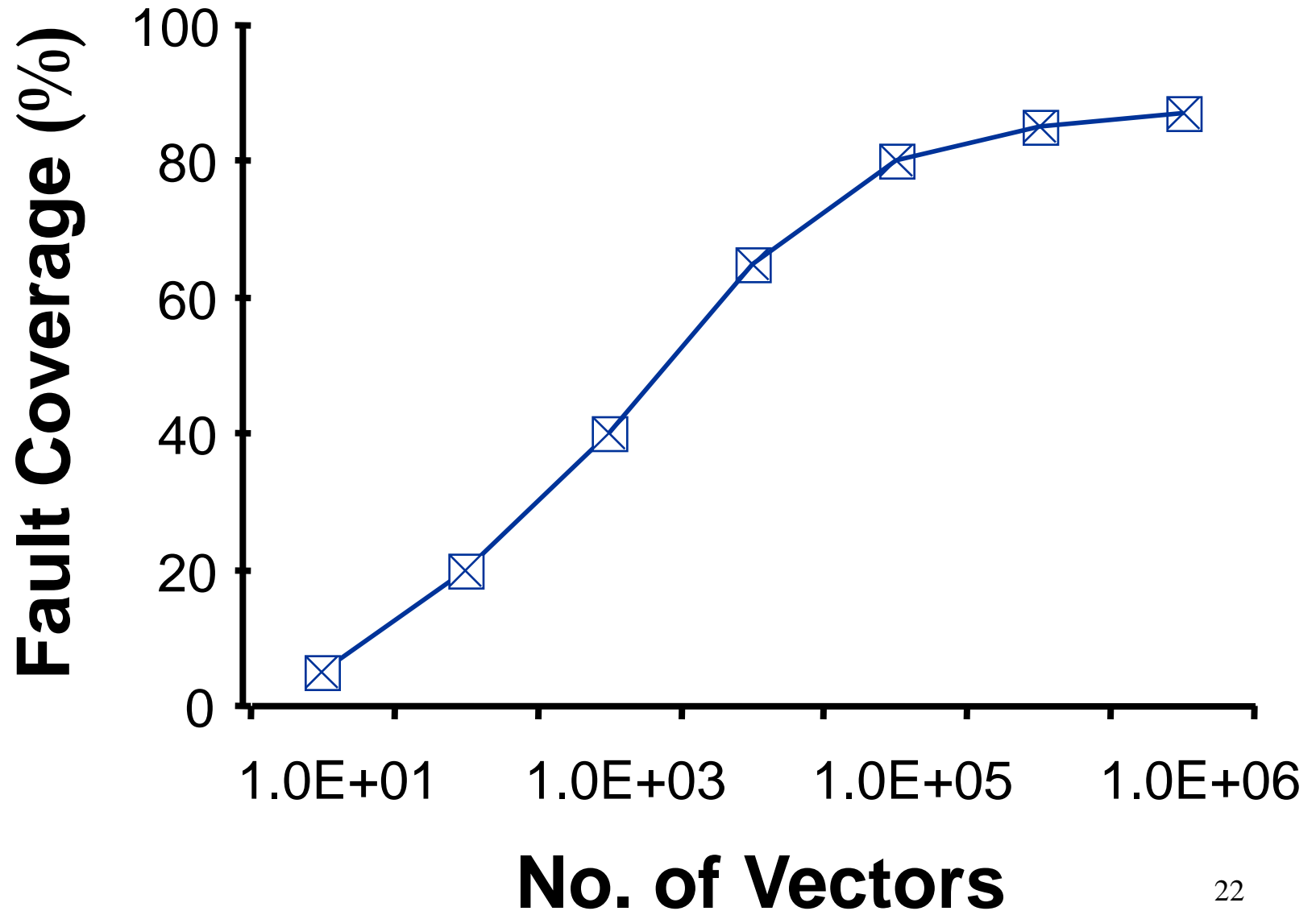




# **Presenting Data – Graphs Guidelines**

- Graphs are preferred to tables.
- Keep graphs/tables simple.
- Label both axes of the graphs.
- Make the labels readable with proper font size.
- Eliminate or subdue distracting grid lines
- Use large font sizes
- Example follows on next slide:

# Fault coverage vs. No. of Vectors





# Conclusion

- Keep your slides simple
- Use large fonts for high visibility
  - 36pt for titles
  - 28pt for details
- High contrast colors
- Highlight, don't detail



# **References Guidelines**

***List and number bibliographical references***

***Only one slide of references can be submitted***

***Thank You***