

# Hilton Head 2012

## Solid-State Sensors, Actuators, and Microsystems Workshop

### PODIUM PRESENTATION GUIDELINES

1. Please review the final program and make sure you identify the date and time of your session.
2. You are expected to bring your presentation on your own computer. In addition to bringing your own laptop computer, please bring a back-up of your presentation on a USB flash memory stick. We recommend that you have the back-up in its original file format as well as Acrobat (i.e. pdf), which ensures the highest likelihood of compatibility with another system if needed. This will be used as a back-up in case your own computer has a problem. The complexities of software compatibility are such that the Workshop is unable to guarantee that your presentation will be delivered correctly if you elect not to bring your own computer, especially if your presentation uses features such as embedded animations, video clips and sound.
3. You are **REQUIRED** to be present at the times listed below, to meet with the Session Chair and the Audio Visual Technician to connect your laptop and answer any questions that you or they may have. All computers **MUST** be connected **BEFORE** the session begins. You will find them near the stage.

#### Monday, June 4

Session 1 7:15 - 7:35  
Session 2 10:15 - 10:35

#### Tuesday, June 5

Session 3 7:45 - 8:05  
Session 4 10:15 - 10:35

#### Wednesday, June 6

Session 5 7:45 - 8:05  
Session 6 10:15 - 10:35  
Session 7 1:00 - 1:20

#### Thursday, June 7

Session 8 7:45 - 8:05  
Session 9 10:15 - 10:35

4. For those presenters wanting to check their presentation (test run) you will need to come either in the morning (6:45 a.m. - 7:15 a.m. Monday; 7:15 a.m. - 7:45 a.m. Tuesday - Thursday) or during the lunch break prior to your session. Tests will not be done 30 minutes prior to the beginning of a session. This time is only for connecting computers to the switcher.
5. The session chair will have your speaker data information to use for introductions. Please assist the session chair with the correct pronunciation of your name. If you want to review or add any information, please see the session chair in charge of your session.
  - a. For MAC users please make sure you are familiar with your settings to send the signal to the LCD projector (i.e. mirror image). If you are not, please make sure that you see the AV tech prior to the 30-minute set-up period.
  - b. **IMPORTANT** - ALL laptops **MUST** have the sleep mode turned OFF prior to connecting to the switcher. This will save time at the podium.
  - c. A laser pointer and a lavalier microphone will be provided.
6. Please remember to strictly observe and not exceed allotted time. The session chairs will make sure that your total time is **STRICTLY** observed. The 5 minutes for questions are not to be used for presentations. If the audience has additional questions they will be asked to discuss this with presenters after the session.

Podium	20 minutes for presentation and 5 minutes for questions
Late News	10 minutes for presentation and 5 minutes for questions

# PowerPoint Presentation Guidelines

In order to maximize the visibility of your presentation, we recommend that you use color carefully.

1. Backgrounds should be white or light in color.
2. Text should be in black and should be in Arial or a similar font.
3. Color may be used in schematics, graphs, illustrations and photographs when it adds to the clarity of the presentation.
  - Not all colors are equally visible when projected. Bright red, blue, green and orange are easiest to see. Avoid yellows and light or pastel colors that are not easily seen on a clear background, except possibly as a local background in a boxed area.
  - Use extra-wide line widths for color lines. Use a minimum line width of 2-point for lines in drawings
4. Some images (e.g. SEM and fluorescence photos) do not project well using standard computer projects. We encourage you to test these images using a projector before coming to the Workshop, and when possible adjust settings of the original to improve the quality of the projected image.
5. Placing a corporate logo in the border is acceptable, so long as it doesn't consume valuable screen area.

The guidelines for font style and sizing in electronic presentations are as follows:

1. Arial font is strongly preferred. Arial font has an equal line width for all parts of all characters and projects clearly. Furthermore, it is available on Microsoft PowerPoint. If you do not have the Arial font, then choose a simple font, such as Helvetica.
2. The recommended font sizes are
  - 36 point for titles
  - 30 point for sub-titles
  - 26 point for major bullets
  - 24 point for indented bullets
  - minimum 24 point for text on illustrations, graphs, figures, etc.

Note: text smaller than 24 point will be **IMPOSSIBLE** to read from the back of the room.

3. Keep each slide simple. It is better to use a large font and two slides than to use a small font in order to squeeze your message into one slide!

# When Creating Your Presentation

View it 4 feet away from your laptop  
or computer screen

As a General Rule:

If you cannot read the text from that  
distance, your audience **WILL NOT** be  
able to read it on a large projection  
screen.

*Example of bad text position*

# Be Sure To Leave a Safety Zone

Projectors often “over shoot” the screens

Leave a 10% safety margin when using text



*Example of bad text position*

*Example of bad text position*

*Example of bad text position*

10% safety margin



# Do Not “Overload” Your Slides

# Too Much information is hard to read

[illegible]

8 Point Arial Font

10 Point Arial Font

12 Point Arial Font

14 Point Arial Font

16 Point Arial Font

## Font Sizes

18 Point Arial Font

20 Point Arial Font

24 Point Arial Font

28 Point Arial Font

32 Point Arial Font

36 Point Arial Font

40 Point Arial Font

44 Point Arial Font

48 Point Arial Font

Font sizes above 18 point are  
Generally acceptable

# Font and Background Colors

Yellow shows up well on blue and black backgrounds

White shows up well on blue and black backgrounds

Black text on blue background **doesn't show up well**

**Blue text on black background** doesn't show up well

Red does NOT show up well on blue and black backgrounds

Magenta does NOT show up well on blue and black backgrounds

# On Your Presentation Day

The native resolution for projectors is typically 1024 x 768

Set your computer resolution to this.

(yes, we know it doesn't look as good as it usually does on your laptop screen but it will fill the screen)

Bring your computer's power cord

Turn off all screen savers and Power Save Mode

If you are a Mac user, bring your VGA dongle  
(this is used to connect to the projector VGA cable)

Show up **15-20 MINUTES BEFORE** your session starts and  
talk to the AV technician about your requirements

Back up your presentation on a flash drive