MEMS 2008 Conference
Oral Presentation Guidelines

1. The session chair will have your speaker data information to use for your introduction. 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.

2. You are required to be present at your session 15-20 minutes before the start of your session to meet with the Audio Visual Technician and session chairs to connect your laptop and answer any questions that you or they may have. You will find them in each session room near the stage.

3. If you want to check your presentation (test run) you will need to come either in the morning (7:00 a.m. - 7:30 a.m.) 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.

4. You are required to bring your presentation on **your own computer**. In addition to bringing your own computer laptop, please bring your presentation on a CD-ROM (ZIP or floppy disks are NOT acceptable) or USB flash memory stick. 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 conference 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.

5. 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.

6. **IMPORTANT - ALL laptops MUST have the sleep mode turned OFF prior to connecting to the switcher. This will save time at the podium.**

7. A laser pointer and a lavalier microphone will be provided.

8. Please remember to strictly observe and not exceed your allotted time:

   Invited   35 minutes for presentation and 5 minutes for questions
   Oral   15 minutes for presentation and 5 minutes for questions

9. The session chairs will make sure that your total time is STRICTLY observed. Your 5 minutes for questions are not to be used for your presentation. If the audience has additional questions they will be asked to discuss this with you after the session.

10. Please REPEAT all questions after they are asked. Often the audience does not understand or hear the question and it is extremely useful for the question to be repeated.

PowerPoint Presentation Guidelines
(adapted from IEEE ISSCC 2003)

The visual quality of your presentation is a very important part of how the audience perceives the quality of your work. As an example, the IEEE ISSC collects rating sheets for each session. The audience rates papers for originality, technical content, and presentation quality. Figure 1 shows the correlation between the attendee's rating of the originality and technical quality of the paper and the attendee's rating of presentation quality for the papers presented at ISSCC 1999.
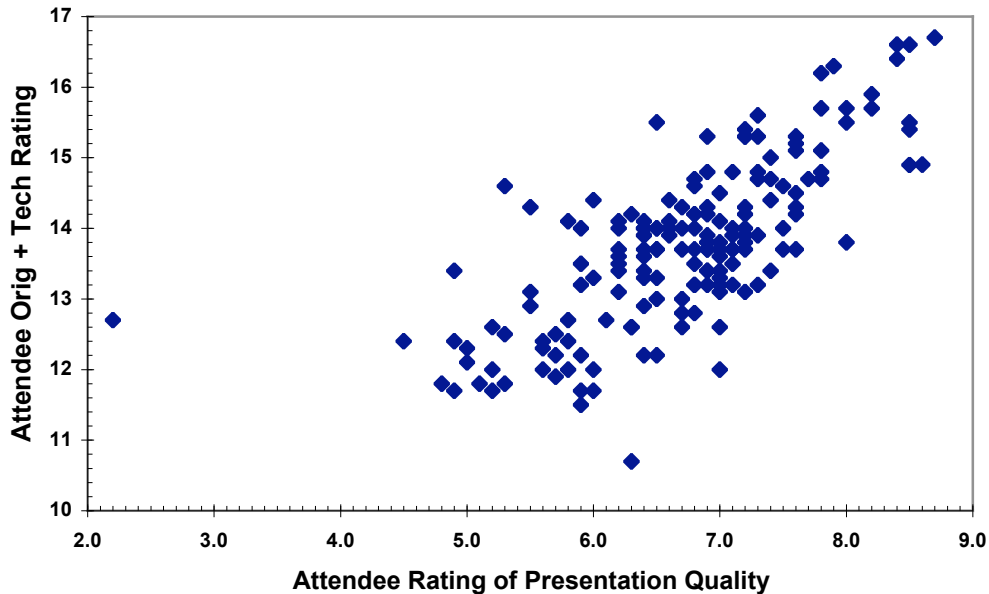

Figure 1 Rating of originality and technical content versus attendee rating of presentation quality at the IEEE International Solid-State Circuits Conference, San Francisco, Calif., Feb. 1999.

The strong correlation suggests that a well-organized and well-presented paper is perceived as being better technical work than a poorly-organized and poorly-presented one! By working hard to organize and prepare an outstanding presentation, you will ensure that your paper will be appreciated by your audience and that your work will be placed in the best possible light.

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 colours are equally visible when projected. Bright red, blue, green and orange are easiest to see. Avoid yellows and light or pastel colours 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. 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 20 point for text on illustrations, graphs, figures, etc.

    Note: text smaller than 24 point will be difficult 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!