

*Sample Title Slide*

*Company Logo allowed on title slide ONLY →  
(optional)*



# **IRPS 2018 AUTHOR INSTRUCTIONS FOR ORAL PRESENTATION**

**Chance Findings and Ima Scientist**

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*Authors and affiliations*

# Purpose

- **This slide is required**
- **It summarizes the motivation for the work described in the presentation**
- **This PowerPoint file provides instructions for preparing your oral presentation and will also serve as the template for your own presentation slides**

# Outline

- **This is another required slide**
- **Introduction**
- **Page Layout**
- **Text Formatting**
- **Preparing Figures**
- **Animation/Video**
- **Before the Symposium**
- **At the Symposium**
- **Authors' Corner**
- **Conclusions**

# Introduction

- **In 2013, IRPS changed the process by which authors prepare their Oral Presentations**
  - **The author is responsible for the quality and clarity of the presentation.**
  - **It is recommended that you ask your mentor to review your presentation. This step is optional.**
  - **Final presentation file:**
    - **no later than March 5, 2018.**

# Presentations at IRPS

- Oral presentations are 20 minutes (maximum) + 5 minutes (maximum) for questions and answers
- There is no maximum number of slides but you must be able to comfortably complete your presentation within the time allotted
  - Presentations containing more than 25 slides are discouraged
- Software to use:
  - Microsoft PowerPoint, .pptx file format. The “pptx” file format is supported by the 2007 and later versions of PowerPoint.

# Page Layout

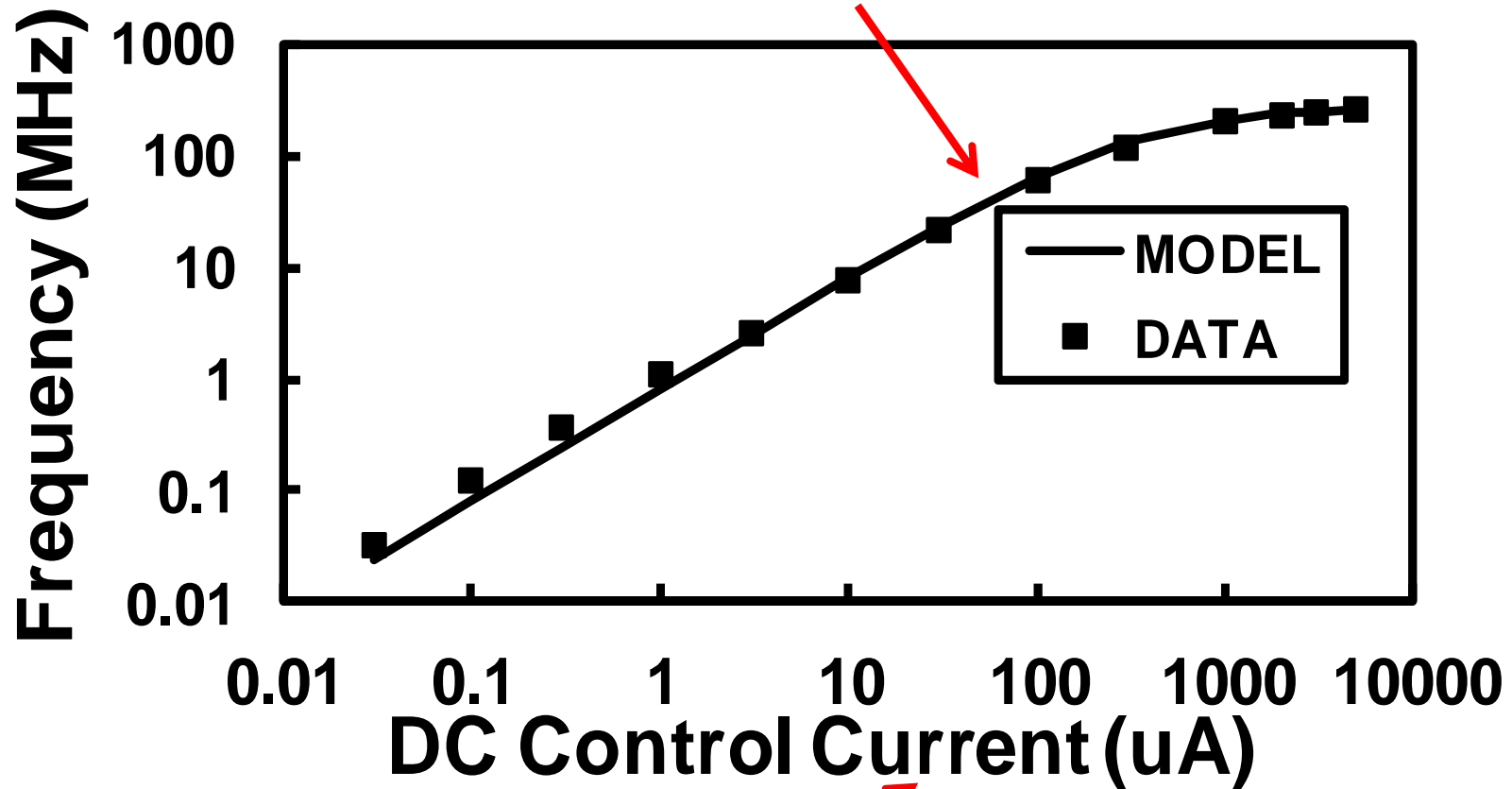
- **Design → Page Setup:**
  - Slides sized for On-screen **Show with Standard (4:3)**
  - Landscape mode
- **Slide number at lower right**
- **Four required slides:**
  - Title, Purpose (#2), Outline (#3), Conclusions
- **No slide transitions**
- **If you use this presentation as your template, the setup will be correct**

# Text Formatting

- **Arial, Helvetica or Symbol fonts ONLY**
  - Math and Greek symbols found in Symbol font
- **Bold font, minimum size of 20 pt**
  - Also applies to figure captions, legends, etc.
    - Minimum size of 18 pt acceptable for axis labels
- **White background only**
- **Black or high-contrast color text**
  - Use color text judiciously

# Preparing Figures

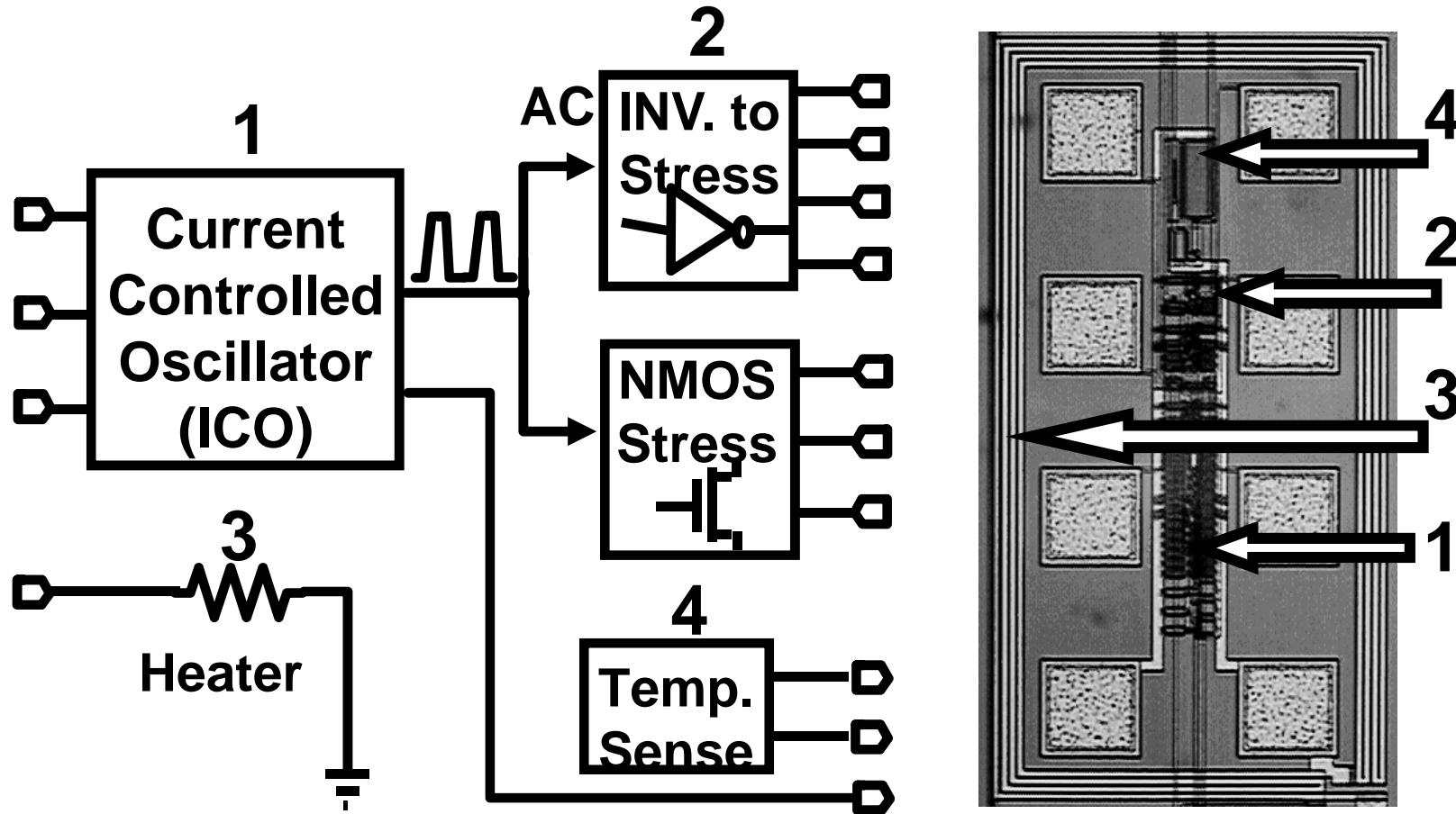
*Imported curves must be thick and clear*



*Text must conform to guidelines*



# Preparing Figures, cont'd



*Imported images must be clearly labeled*

# Animation and Videos

- **Animation or video is acceptable only when important to the technical content of the presentation**
  - **Animation may be used to add arrows, circles, or highlighted data to a figure. All critical information should be on the initial view of a slide that has a layered figure animation structure**
  - **Text animation is not acceptable, e.g., bullets coming in one after another, or text appearing sequentially**
  - **If an exception to this policy is necessary, check with the presentations and/or A/V chair in advance**

# Before the Symposium

- **If you wish to have your presentation mentored, please contact your Session Chair and Paper Mentor**
  - Mentoring is recommended especially for first-time IRPS authors
- **Name your electronic presentation file **PXXX\_PresentingAuthor.pptx**, where**
  - XXX is the paper identifier listed in the preliminary program
  - Presenting Author is the last name (family name) of the presenting author. For example, if your name is Jane Smith and your paper is 2B.3, name your presentation **P2B3\_Smith.pptx** . If the first author and the presenting author are not the same, name the presentation **XXX\_FirstAuthor&PresentingAuthor.pptx**, e.g., **P3C4\_Mitra&Lee.pptx**

## Before the Symposium, cont'd

- Draft versions of .pptx file must be sent to the session chair by **February 19, 2018** for an A/V guideline compliance check.
- Upload your **final presentation** to the IRPS website **no later than March 5, 2018**
- When you travel to the symposium
  - Bring a copy of your final presentation on a USB memory stick
  - **Bring a hard copy print-out of your presentation**
    - This is for the author's corner
    - Specific instructions re: the authors' corner set-up will be provided to you as the Symposium nears

# At the Symposium—important!!

- View your presentation on the computer in the A/V Preparation Room **the day before** your session: **opening from 9am to 5pm.**
  - To ensure the figures, formatting and fonts are correct and legible.
- Review the A/V equipment either **the night before or on the morning** of your presentation so that you are familiar with the controls.
- Attend **Authors' Meeting the evening before** your session for instructions from the A/V Chair in the A/V Preparation Room.  
**(Details will be noted in the guidebook.)**

# **Authors' Corner**

- **All presenters are expected to participate in the Authors' Corner immediately following their session**
- **These lively sessions (an IRPS tradition since 1982) allow for one-on-one interaction with the attendees**

# Conclusions

- **A conclusions slide is required**
- **When preparing your IRPS PowerPoint presentation, follow these guidelines from the start**
- **Ask questions early in the process to avoid wasting time. We are here to help you make a great presentation**
- **Remember: bring a hard-copy for the Authors' Corner**
- **See you at the Symposium!**

**Thanks,  
Jason Ryan, Audio Visual / Presentations Chair**