

Sample Title Slide

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

**Company
Logo**

IRPS 2019 AUTHOR INSTRUCTIONS FOR ORAL PRESENTATION

Chance Findings and Ima Scientist

**Sandy Nation Labs
Dry Gulch, NM USA**

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

- **From 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:**

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.
 - **PDF file format** is also accepted.

Page Layout

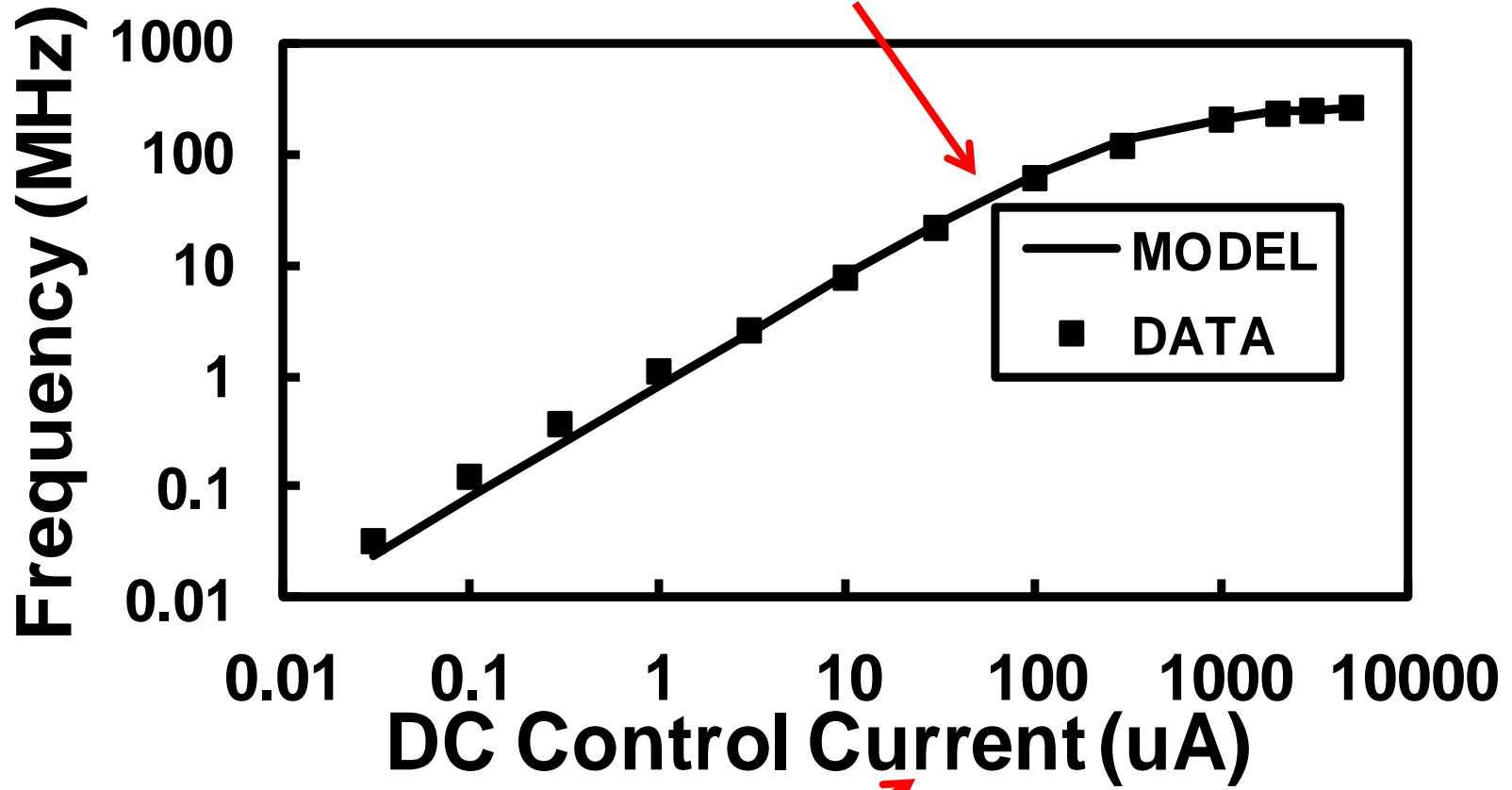
- **Design → Page Setup:**
 - Slides sized for On-screen **Show with Standard (4:3)**
 - Landscape mode
- **Slide number at lower right**
- **Four required slides:**
 - Title, Purpose (#2), Outline (#3), Conclusions
- **If you use this presentation as your template, the setup will be correct**

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

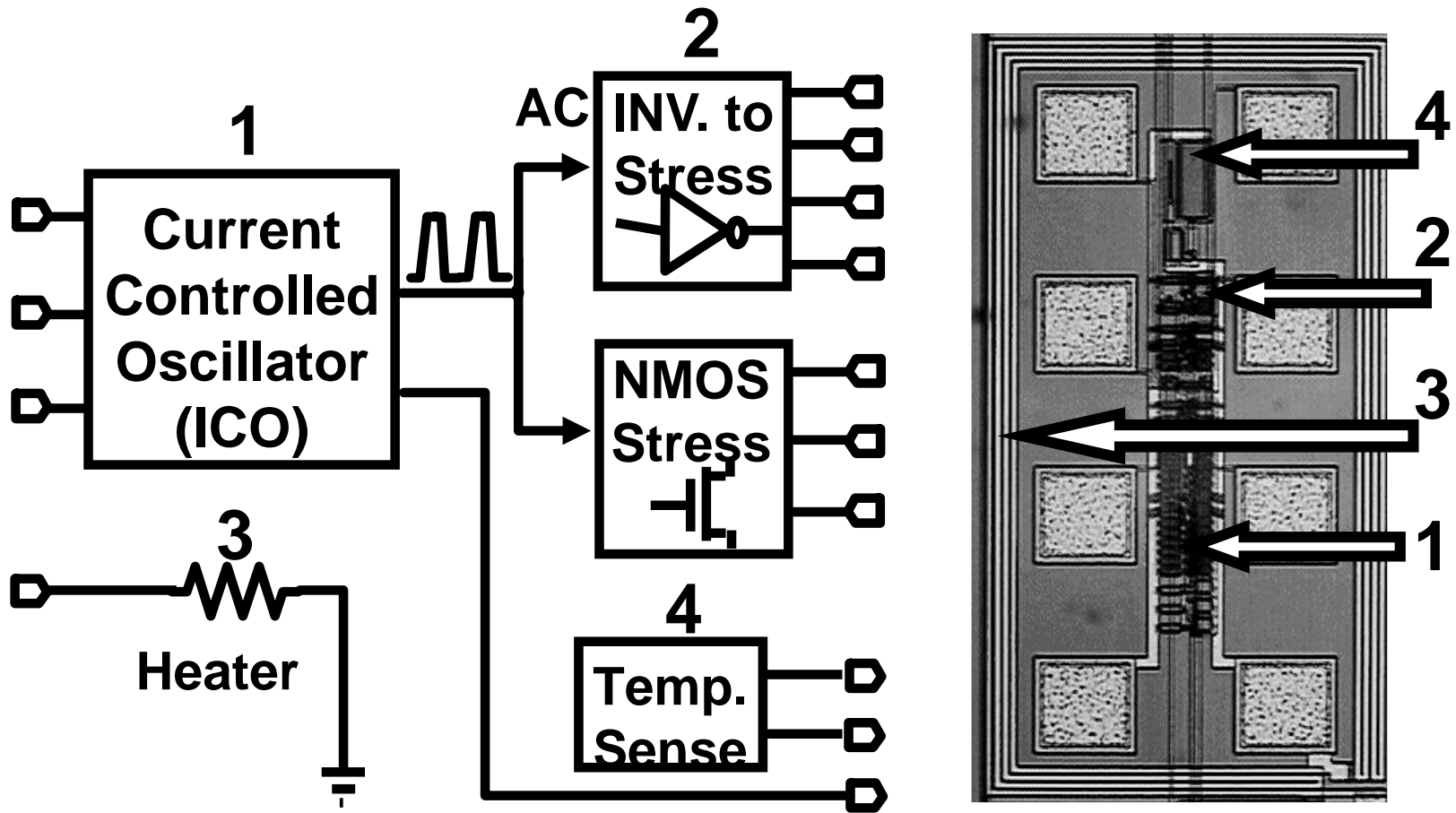
Preparing Figures

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.pptx or PXXX.pdf**, where XXX is the paper abstract ID.

Before the Symposium, cont'd

- Draft versions of .pptx file must be sent to the session chair for an A/V guideline compliance check. (See Author Timeline)
- Upload your **final presentation** to the IRPS website. (See Author Timeline)
- 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.
 - 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,
Susumu Shuto, Audio Visual / Presentations Chair**