

# Outline

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**Presenter**  
**(Movie or photo)**

# 1. Title Slide Requirements

- Title slide must include:
  - title of presentation
  - names and affiliations of all authors
  - full name of presenter
- Full name of presenter must be underlined
- Superscripts may be used to indicate individual author affiliations



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## 2. Font Size Recommendation

- Title font size : 40 pt
- Primary text font size must be  $\geq 28$  pt
  - Secondary text font size must be  $\geq 24$  pt
- All other text font size should be  $\geq 24$  pt, unless a smaller font is absolutely necessary
- Font sizes (including labels on diagrams & graphs) must always be  $\geq 20$  pt



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# 3-1. Guidelines for Effective Presentations

- Keep concepts as simple as possible
- Limit each slide to one main idea
- Use several simple diagrams rather than one complex diagram
- Use equations only if concepts cannot be clearly explained without equations
- Use duplicate copies of slides that will be used more than once during the presentation
  - Do not plan to go back to a slide during the presentation
- Rehearse the presentation aloud, preferably to a group of colleagues



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## 3-2. Additional Guidelines for Effective Recorded Presentations

- Practice transition sentences as you advance to the next slide to sound more cohesive
- Unless you are the only author, use “we” instead of “I”
- Motion on the screen is useful to maintain the audience’s attention for a streamed presentation
- If embedded video, it is best to leave a corner of the slide blank but make sure that the slide number is still visible
- Additionally, use animation and the embedded pointing tools within PowerPoint to help focus viewers’ attention



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# 4. Presentation Flow

- Title Slide
- Outline Slide  
(outline of the presentation, not the paper)
- Introduction, Motivation, Problems or Challenges
- Details of Work
- Comparison of Results with Previously Reported Work
- Conclusion Slide
- Backup Slide(s)  
(for potential use during question & answer period)



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# 5. Text Slides

- Use short phrases, not long sentences
  - OK to remove articles like “a”, “an”, and “the”
- Slides with lots of words are hard for the audience to assimilate
- Minimize the number of words on text slides. Unless necessary:
  - Use no more than 30 words per slide, and
  - Use no more than 6 lines of text per slide.
- “Acknowledgments” not “Acknowledgements”
- Might be useful to have slides checked by native English speaker
  - Please indicate early if you would like additional help from your session chair/co-chair



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# 6. Graphs and Diagrams

- Simple line drawings are often best
  - Make all lines sufficiently thick
  - Dotted, dashed, and other specialty lines should be very bold and thick
  - Do not simply copy-and-paste figures from your paper
- Fonts within graphs and diagrams should be  $\geq 20$  pt
- Often, graphs imported from other applications (e.g., Matlab) have small fonts & thin lines
  - Adjust settings of the applications to increase font size and line thickness, or
  - Import data and produce graphs using PowerPoint
- Annotating plots with text may be easier to follow than using a legend
- Avoid red lines in black as color-blind people have difficulty seeing red
- Apply shadow to your text inside figures if more contrast is needed



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# Tips for Recording

## 1. Equipment

- Strong Wi-Fi (or wired) Internet connection
- Use a good headset with microphone close to mouth BUT away from direct line of mouth to reduce “pops”, avoid using your computer’s laptop’s or desktop’s built-in microphone
- Do a test recording for a couple of minutes and review the sound and picture quality, MP4 format, and bit rate before recording the entire presentation

## 2. Presentation slides

- Do not use small fonts in your presentation as they may be difficult to see on some laptop monitors. All font sizes should be at least 20.
- Insert slides with main section breaks into your slide deck to make the progress of your presentation easier to follow. In this slide, keep the section you are about to present in black and the other sections in gray.

## 3. Attracting and maintaining viewer’s attention

- Speak with a lively voice and vary the tone of your voice to keep your talk fresh and interesting
- Avoid awkward pauses that last a few seconds
- Record your presentation with the PowerPoint “Laser Pointer” turned on and use your mouse to move the laser pointer around what you want to focus the listener to
- Speak with a lively voice and vary the tone of your voice to keep your talk fresh and interesting



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