

REQUIREMENTS FOR PRESENTING YOUR TALK AT IITC 2013
Author/Speaker Requirements and General Information
For Oral Presentation

ATTENTION: Since your name appeared first on the submitted manuscript or you requested to be the contact person, we addressed this acceptance letter and Presentation Kit to you. In the event you do not plan to present this paper, please pass this material on to the speaker immediately.

Registration Information

IITC policy requires that all authors and speakers attending the conference must register and pay the registration fee by April 15, 2013 23:59 (GMT-0700) at <http://www.semiconportal.com/IITC2013/>. If you are unable to attend the conference, one of your co-authors may register and present the paper. If none of the authors are able to attend and present the paper, the paper will not be published on the IEEE xPlore website. (The registration site will be available from March 18, 2013)

Audio/Visual Needs

The meeting room will be equipped with a computer and data projector, a lavalier microphone and laser pointer. There will be aisle microphones for audience questions.

If you have audio/visual needs beyond the above listed equipment, please contact Naoko Tani at the IITC 2013 secretariat. Extra charges resulting from additional AV equipment will be passed on to the speaker.

You will need to turn in your PowerPoint presentation at the Speaker Ready Room the day before your talk. An assistant in the Speaker Ready Room will load your presentation for you.

Sessions/Time

Each speaker will be introduced by the Session Chairman, who will also serve as a moderator during the question-and-answer period.

Each presentation during a session will be allotted 20 minutes, with an additional 5 minutes for a question-and-answer period following each talk. Due to our tight schedule, your talk **MAY NOT EXCEED 20 MINUTES** and will be stopped if you exceed that time.

Preparation of Your Presentation

1. Organize your presentation to complement, not duplicate your paper.
2. Briefly outline your talk and what will be covered.
3. Define your problem. What led to your work? What were your objectives? What were the advantages and disadvantages of your methods and devices?
4. Outline the course of your work, mentioning major features only!
5. Suggest applications, make recommendations.
6. Rehearse your talk aloud with a private audience. Practice with your visuals.

CONTACT INFORMATION:

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POWERPOINT SLIDES AND VU-GRAPH PREPARATION AND PRESENTATION INSTRUCTIONS

Your audience is accustomed to presentations that rely on visual aids. Consequently, they expect visuals that are readable from all sections of the room. The following information will assist you in preparing your visuals and meeting the standards of quality expected by the Conference Committee and audience.

SLIDE PREPARATION INSTRUCTIONS

- For visuals with text only, copy should contain *no more than 30 words and no more than 6 lines, double spaced* per slide or vu-graph.
- For illustrations, make all lines, number, and captions of sufficient thickness so that when they are projected, the lines, numbers, and captions are visible.
- Center all material - use a horizontal format. For slides, have the photographer shoot as tightly as possible.
- High contrast is important. (***Use white or yellow letters on a blue background***).
- Do not use the color red - people with color blindness will not be able to read your slides.
- If you use PowerPoint to prepare your visuals, print the copy in black and white to make certain you have good contrast in the shades of gray.

PRESENTATION INSTRUCTIONS

- Keep visuals as simple as possible. *Do not use long complicated slides.*
- Limit each visual to one main idea. Use visuals to supplement and support your oral presentation, not simply to repeat what you are saying.
- Use several simple slides or vu-graphs rather than one complicated visual especially if you will be discussing it at length.
- Use duplicates if you need to refer to the same visual at different times in your presentation.