SPEAKER INFORMATION GUIDE

REQUIREMENTS FOR PRESENTING YOUR TALK AT CICC 2017

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 actual speaker immediately.

Pre-Conference Publicity

As stated in the Author Kit, accepted papers and supporting information will be used for publicity purposes and portions of these papers may be quoted in pre-conference magazine articles. Authors who found this policy unacceptable were instructed to indicate this in a fax letter when submitting papers for review.

Author Question Time is Scheduled after Each Session

Authors are asked to return to their session room at the end of the session to be available to answer questions. This additional forum provides an opportunity for relaxed discussions with your colleagues outside the strict time constraints of the regular sessions.

Registration Information

CICC policy requires that all authors and speakers attending the conference must register and pay the registration fee. Registration will be available online in early March, 2017.

Audio/Visual Needs

CICC requires the use of electronic projection for all technical papers. The projection medium is either PowerPoint or PDF.

There is a PowerPoint template and PowerPoint presentation instructions on the CICC web page to assist you in preparing your presentation. The web address is http://www.ieee-cicc.org; click on Information for Authors, then click on Speaker Information. Read that page and find the links. Following these instructions is critical to the preparation of your presentation. Please follow them carefully.

All speakers are required to send their session chairperson an initial electronic version of their presentation (due April 10, 2017) as part of the normal review process. The final presentation file must be sent to your session chairperson by April 26, 2017.

When you send a presentation to your session chairperson, please use a file name with the pattern "N-M_authorname_version.ppt" (or .pdf) where N is the Session Number (number before the hyphen in your acceptance letter), M is the Paper Number (number after the hyphen in your acceptance letter). Author name is of course your last name and version is the particular way you chose to identify multiple version of your presentation. Sample: 5-3_smith_final.ppt. The session chair will load the final version of your presentation on the conference computer on April 30 (between 1:00^{pm} and 5:00^{pm}). If for some reason you need to update your presentation after the final version has been sent, you must make specific arrangements to meet with the session chair to down load the correct version of the file during conference hours.

Speakers should bring an electronic copy of their PowerPoint or PDF presentation as a backup.

The presentations will be posted on the conference website. The website requires PDF files. Speakers using PowerPoint for their presentations need to bring a PDF copy of their presentations for the website. Please give this copy to your Session Chairman. Please resolve animation issues on the PDF copy before you turn it in.

Time allowed for Presentation

Each speaker will be introduced by the Session Chairperson, who will also serve as a moderator during the question and answer period. Regular papers are 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. If you have an invited paper, contact Melissa Widerkehr, melissaw@widerkehr.com, to confirm the length of your presentation.

Preparation of Your Talk

1. Organize your talk 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 final electronic images.

Visual Aids

Electronic images help to visualize points that are important but difficult to explain verbally. Use these images to visualize the essential points of your talk only. Be selective. NO logos are permitted except on the title image.

All images should be in a horizontal, not vertical, format. Make them simple and easy to read. Follow the instructions in the template file on the CICC web page (http://www.ieee-cicc.org). This template file contains suitable colors and fonts, as well as examples of good and bad techniques.

Conference Schedules

Information on conference schedules, meetings with your Session Chairman, etc. will be sent in August.

If you have any questions don't hesitate to contact your Session Chairperson or Melissa Widerkehr at the Conference Office. The CICC office information is melissaw@widerkehr.com or 301-527- 0900 x 1.

Electronic Image Preparation and Presentation Instructions

Your audience is accustomed to presentations that rely on visual aids. Consequently, they expect material that is readable from all seats in 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.

PRESENTATION PREPARATION INSTRUCTIONS

Keep concepts as simple as possible and limit each electronic image to one main idea.

Do not use unfamiliar words and complicated electronic images.

Use electronic images to supplement and support your oral presentation, not simply to repeat what you are saying.

Use several simple images rather than one complicated one, especially if you will be discussing it at length.

Use duplicate images if you need to refer to the same concept at different times in your presentation.

For images with text only, try to use no more than 30 words and no more than 6 lines, double spaced per slide.

For illustrations, make all lines, number, and captions of sufficient thickness so that when they are projected clearly. The lines, numbers, and captions that are suggested are seen in the following samples.

Often graphics data (waveforms; schematics; layouts; ...) that is imported from another application is very accurate but has inadequate line width and font size to be useful; it is often better to re-draw the material using native PowerPoint graphics than to present the original data, even though the exactness of the original data is lost.

Center all material. Use a horizontal format ONLY.

High contrast is important. Use dark colored letters on a light background or light colored letters on a dark background.

Limit the use of the color red - people with color blindness will not be able to read your slides.

PRESENTATION INSTRUCTIONS

Report to the room assigned to your presentation 30 minutes before the session begins so you can preview your presentation on the equipment in the room. Your Session Chair will instruct you on use of the controls to advance the slides in your presentation.

Your session chair will adjust a microphone for you.

You will have a laser pointer to direct the audience's attention to a particular area of an image during your presentation. Please observe proper etiquette with this pointer: do not turn it on when it is not needed. When it is needed, please point carefully to the area of interest rather than wave it carelessly across the screen.

The audience will have a microphone available for all to hear any questions asked; however, if a question is clearly inaudible to everyone in the presentation room, please try to repeat the question using your microphone before answering it. If there is difficulty understanding a question due to a language barrier, please ask your session chair for assistance.

HOW TO IMPROVE YOUR PRESENTATION

Equipment:
Each room will be equipped with a laptop on a podium, a lapel microphone and sound system. Presentations will already be loaded on the laptops by the session chairperson. The session chair will put your presentation into "screen show". You can use the mouse on the computer to point. Alternatively a laser pointer will also be available.

Practice:
The key to a successful presentation is practice. We highly recommend that you first practice what you plan to say and time yourself so you can fit your remarks into 20 minutes and allow 5 minutes for questions.   We will be maintaining schedule integrity.

If the following "do's" and "don'ts" are adhered to, the result will be an exceptional CICC presentation:

Presentation Do's

Do smile.

Do make eye contact with the audience (this means the whole audience, so take turns looking a different people around the room, as you would in a meeting).

Be prepared with your comments for each chart so that you do not spend all your time reading your charts or looking down at the laptop (since then the audience will mainly see the top of your head).

Do use hand gestures, if that is what you naturally do.

Do use reference labels on your diagrams when explaining them.

Do explain all acronyms. Some CICC attendees have English as their second language and some choose to broaden their skills by attending a presentation which may not be an area of expertise. Please make a conscious effort to spell out ALL acronyms the first time you use them, i.e. say "Voltage Controlled Oscillator or VCO" during the first occurrence of that acronym in your presentation.

Do use the laser pointer carefully. Turn it on only when appropriate, and when it is on, point carefully at the portion of the slide being discussed.

Presentation Don'ts

Don't use the laser pointer except when drawing attention carefully to a very focused area of the slide. Don't use it to rapidly sweep back and forth over wide areas of the slide or in any other similar distracting manner.

Don't look over your shoulder at the big presentation screen. All the audience will see is the back or side of your head. What you see on the laptop in front of you is what the audience can see, so trust that it is the same and look forward at the laptop screen (and toward the audience) rather than backward at the big screen.

Do not rock back and forth while presenting. It is fine to move around while presenting, but continuous repetitive movement can be distracting.

Do not "read" the slides to the audience.

Do not mumble your words; articulate your words clearly.

Avoid the use of conversation fillers such as "um", "OK", "you know", "like". Shorter sentences can help.

Do not speak too rapidly. There is a slight delay and echo when using a microphone, so slow down so that folks in the back of the room can understand what you are saying.

Relax and enjoy yourself…..the audience is very interested in your presentation….they want you to do well!