

IMS2019 ORAL PRESENTATION GUIDELINES AND INSTRUCTIONS

Overview:

Congratulations on having your paper selected for presentation at an IMS2019 Oral Session!

This document provides guidelines and instructions for preparing and submitting your presentation by the deadline, as well as the verification that your Power Point will present properly at the conference venue prior to the day of your talk. By following these guidelines and instructions, your presentation will be successful and provide a rewarding experience to both you and your colleagues in the audience.

You are required to carry out the following steps. Please read the entire document before you begin creating your presentation.

1. Create your presentation using the Oral Presentation PowerPoint template available on the IMS2019 webpage. Please pay special attention when embedding fonts and multi-media content, as described in detail later in this document. The use of vu-graphs, 35-mm slides, or other hard media for presentations is NOT allowed at IMS2019.
2. Save your presentation using the specified file nomenclature, both as PowerPoint (.pptx) and Portable Document Format (.PDF). Each of these files cannot exceed 4 MB in size!
3. Verify that you have received all the required approvals from your (academic, corporate, and government) institutions and sponsors. Please [click here](#) to review an extremely important WARNING to authors about ITAR and publication clearances. The IEEE, MTT-S, and/or IMS2019 will neither assume nor bear ANY responsibility for materials that you submit without appropriate approvals or clearances, and will make NO attempt to retract, rescind, or redact the submitted materials.
4. Upload your presentation using your unique (personalized) link to the paper management system. Your unique link to the paper management system is emailed to you. Your presentation should be uploaded no later than Tuesday, 14 May 2019 Both a PDF and Power Point submission are mandatory. The PowerPoint version will be available for use in the Speaker Ready Room and in your Oral Session.
5. Visit the Speaker Ready Room in the Boston Convention and Exhibition Center (BCEC) at least 24 hours prior to your session, and verify that your presentation is available and compatible with equipment and software provided by our Audio/Visual contractor. You will have the final opportunity to adjust or tweak your presentation at that time. This is important if you have embedded multi-media content.

A. Audio/Visual (A/V) and Computer Equipment Details

IMS2019 will provide and use the following A/V and computer equipment. Please ensure that your presentation is compatible with the provided equipment. As stated previously, your use of and verification at the Speaker Ready room, at least 24 hours prior to your session, will ensure that there are no issues with your presentation. A technician will be present at the Speaker Ready room to provide assistance.

Speaker Ready Room Computer – Minimum Configuration:

- Operating System: Media should be PC Formatted;
- PowerPoint 2016 or earlier version;
- Web Browser: Internet Explorer (latest), Firefox 5.1, Plug-Ins: QuickTime 7, Adobe Acrobat 9;
- Video Playback: Windows Media Player 10; QuickTime 7;
- PDF Reader: Adobe 9;
- Unix Users: Bring HTML Files or Adobe Acrobat 9.

Technical Session Room Computer – Minimum Configuration:

- i7 Quad Core Processor, 4 GB RAM, 1920 x 1080 at 24-bit color depth;
- Microsoft Windows 7, Microsoft Office 2013, Windows Media Player (Version 10), QuickTime (Latest Version), Flash Player (Latest Version), and Adobe Acrobat Reader (Latest Version).
- Technical Session Room A/V Equipment:
- Minimum 3000 lumen LCD projector (1920 x 1080 screen resolution);
- Projection Screen;
- Laptop w/17" screen on podium;
- Audio Direct Box for computer audio connection to the meeting room PA system;
- Table Microphones, Podium Microphone, and Microphone Mixer.

B. Presentation Preparation Guidelines:

Please [click here](#) for an extremely important **WARNING to authors about ITAR and publication clearances**. As stated previously, the IEEE, MTT-S, and/or IMS2019 will neither assume nor bear ANY responsibility for materials that you submit without appropriate approvals or clearances, and will make NO attempt to rescind, retract, or redact the submitted materials. Please ensure that in addition to ITAR and other government regulations, you have received all necessary approvals from your (academic, corporate, and government) institutions and sponsors.

IMS2019 will provide submitted presentations to IMS attendees, as PDF file downloads. Technical paper presentation materials are not formally published or archived, and do not need to be IEEE Xplore compliant.

Some helpful hints:

- Embed your fonts! This will greatly reduce the chance of formatting troubles.
In PowerPoint: go to File > Options > Save. At the bottom you will see a checkbox to embed fonts, make sure it is checked! This only works for True Type and Open Type fonts; Proprietary fonts will not be embedded.
- If you have multi-media, run the Optimize Media Compatibility & Media Size and Performance tools.
In PowerPoint: go to File > Info. If you have multi-media content in your presentation, these two options will appear. They are very important tools to make sure your videos run smoothly.
- If you are a Prezi user, please make a portable prezi and upload the entire zip file. Here is a link to the Prezi site if you do not know how to do this.
<https://prezi.com/support/article/sharing/download-a-portable-prezi>.
- If you are using a PowerPoint version earlier than Office 2010, are using video or sound files, and your media files are linked to but not embedded in the PPT file, you will need to upload each of the separate files. Place the PPT file and the media files in one folder, zip the folder and upload the zip file. It is strongly recommended that you come to the Speaker Ready Room on site to upgrade these files to a newer PPT format with files embedded. Technicians will be on site to help.
- If you are a Mac user, it is mandatory for you to come to the Speaker Ready Room at least 24 hours prior to your talk, to ensure that your presentation can be properly formatted to display on our presentation machines. Also, please bring a copy of your presentation in PDF format.
- **Please save your file using the following naming format:**
SessionNumber_PaperSessionSequenceNum_AuthorLastName_AuthorFirstName_finalslides
e.g. **TU1A_1_Smith_John_finalslides.pdf**; and if you choose, **TU1A_1_Smith_John_finalslides.pptx**
 - If you have apostrophes, hyphens, or 'okina in your name, please omit those out of the name field at the submission website and in the file name. e.g. enter O'Connor as OConnor.
 - Also, the submission database cannot recognize the Spanish letter 'ñ'. Please substitute the letter 'n' for 'ñ', e.g. Pena instead of Peña.
- Presentation materials **MUST** be submitted ahead of time so that they are ready at the beginning of the session. You will **NOT** be allowed to load your presentation at the beginning of the session

or just before you are scheduled to speak. Unless you have a special need and have made prior arrangements, you must use the computer provided in the session room.

C. Online File Submission Guidelines:

1. Make sure your presentation file is ready for submission. Verify that you have used the correct template, embedded the fonts and multi-media content, and named the PDF and PowerPoint files as specified in these Presentation Preparation Guidelines.
2. You will receive an email with a personalized link to the paper management database to upload your presentation in advance of the symposium.
3. **Submit (i.e., upload) your presentation No Later Than Tuesday, 14 May 2019**

D. Speaker Ready Room Check-in Procedures

1. The Speaker Ready Room is Room 255 in the Boston Convention and Exhibition Center (BCEC). In the unlikely event that the Speaker Ready Room is moved, there will be signage directing the speakers to the correct room.
2. Please go to the Speaker Ready Room a minimum of 24 hours prior to the start of your session, to verify that your presentation is in the correct folder (day, room, and session) and that it is compatible with the A/V equipment and software. If you are attending the Symposium only for the day of your session, you should still come to the Speaker Ready Room as early as possible to check if your presentation is working on our computer software/systems.
3. It will be to your benefit if you bring a copy of your presentation on a portable medium, e.g., USB Flash Drive or Memory Card (those that do not require any special drivers). In the rare event, if your presentation is not located in the appropriate folder, you may upload the presentation at this time. Please note that Internet connectivity may NOT be available in the Speaker Ready Room and Oral Session rooms, and thus, you may not be able to download files from any cloud services websites.
4. Upon arrival at the Speaker Ready Room, a technician will check you in and be available to upload your presentation. The technician will then assign you to a preview station, where you will be able to review and edit your presentation and see exactly how it will appear in your session room.
5. **If your presentation contains any video or audio, please submit your files to the Speaker Ready Room AT LEAST 24 hours in advance, due to the additional processing time that may be required.** An A/V technician will be available to answer any software/equipment questions and to adjust lighting and sound levels to your requirements, prior to the start of the session.



International Microwave Symposium

2 – 7 June, 2019

Boston, Massachusetts



6. You may make last-minute edits to your presentation in the Speaker Ready Room. If you make changes to your presentation and wish to upload a new version add "_v2" (or v3, v4, ..., etc.) to the end of your file name, and upload the new file. Your filename should look like TU1A_1_Smith_John_finalslidesv2.pdf, or TU1A_1_Smith_John_finalslidesv2.pptx. Please let the technician in the Speaker Ready Room know that you have updated the files, so the older file(s) can be deleted. Previous guidelines and instructions on embedding fonts and multi-media content apply to the updated versions as well.
7. Unfortunately, Speaker Ready Room personnel are not responsible for your devices, i.e. memory cards, disks, laptops.

We look forward to seeing you in Boston in June!

Gregory Lyons and Timothy Hancock

IMS2019 TPC Co-Chairs

