

## **INSTRUCTIONS AND GUIDELINES FOR IMS2019 INTERACTIVE FORUM PRESENTATIONS**

Congratulations on having your paper selected for presentation at an IMS2019 Interactive Forum session! This document will assist you in preparing your Interactive Forum (IF) Presentation so that you can communicate your research, innovations, results, and future work in a manner that is rewarding to the IMS attendees and to you. Please read the entire document, before you start preparing your presentation.

Please strongly consider submitting a short summary video of your work to the new Sixty-Second Presentation (S2P) Competition. Winners will receive award certificates as well as split \$3000 in prize money. More information, including example videos, can be found on the website at <https://ims-ieee.org/node/178>.

If applicable, ensure that you have received all the required approvals from your academic, corporate, or government institution 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, post, or display without appropriate approvals or clearances, and will make NO attempt to retract, rescind, or redact the submitted materials.

### **1. Interactive Forum (IF) Overview:**

The Interactive Forum will be held in Room 253ABC of the Boston Convention and Exhibition Center (BCEC). Please familiarize yourself with the location of the Interactive Forum by visiting the conference webpage.

There are three (3) Interactive Forum (IF) Sessions during IMS2019, as shown here:

- IF Session WEIF1, Wednesday 5 June 2019, 10:10 – 11:50
- IF Session WEIF2, Wednesday 5 June 2019, 15:55 – 17:15
- IF Session THIF1, Thursday 6 June 2019, 10:10 – 11:50

Your paper (and presentation) is one of up to 33 presentations that are scheduled for that specific IF session. Thus, your paper/presentation will be assigned a number between 1 and 33; and will be referred to using the nomenclature “IF Session – Paper #”, e.g., WEIF1-1 or THIF1-33. Please make a note of your specific paper/presentation number, as it will be useful to locate your station during your specific IF session.

Each IF session shall have a Chair and Co-Chair who are available to provide advice and contact for technical assistance. Please arrive at least 15 minutes prior to the start of your IF session and meet your session Chairs. You are required to stay at your station for the entire duration of your IF session.

## 2. IF Poster Preparation Instructions

Your Interactive Forum (IF) presentation at IMS2019 will consist of an electronic “poster” on a horizontal 65” monitor, using a computer provided. This single, electronic poster discussing the participant’s research in broad strokes should include a Penta chart, which covers the primary motivations, insights, and results of the project.

A Penta chart provides a concise summary of a paper/project by displaying principle information needed to understand the project in a clear and easy-to-read manner. A penta chart example is provided within the IF poster template that is available on the conference website. The entire poster should be prepared as a SINGLE slide in landscape 16 x 9 format in PowerPoint or PDF format.

The Penta chart is divided into five sections:

- Status Quo: background and motivation, current state-of-the-art. What problem are you trying to solve, or what improvement are you trying to make?
- New Insights: describe what’s new about your approach. Why should people care?
- Description: main achievements, concept, how it works, assumptions and weaknesses.
- Quantitative Impacts: what were your results, and how do these compare with existing technologies/techniques?
- Proposed Concept Goal: final product of your work. Where is this leading, and what are the next steps?

**Note: all IF participants are responsible for preparing and bringing their poster to their specific IF session on a USB drive.**

The IMS2019 Technical Program Committee appreciates your contribution to IMS2019 and we look forward to seeing you in Boston this June.

Kenneth Kolodziej and Nestor Lopez

IMS2019 Interactive Forum Chairs

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