

## IMS2023 TECHNICAL LECTURE GUIDELINES AND INSTRUCTIONS

Congratulations being accepted to deliver a Technical Lecture at IMS2023!

Your technical lecture is scheduled for **Tuesday** and will be **80 total minutes**. Please time your talk for **70 minutes** to deliver the **talk** and **10 minutes** for **questions**.

The technical lecture should focus on comprehensive instructional content guided by a set of defined learning objectives. The distinctive feature of a technical lecture is its educational value to engineers, scientists, and technicians who may not have an in-depth familiarity with the subject area. The assumption should be that the attendees will learn from fundamentals without prior exposure to the field. Each technical lectures should be a total of 80 minutes (70 lecture + 10 for questions) with one instructor. IMS2023 technical lectures will be held in physical mode.

Speaker Notes: The **technical lecture speaker notes** submission **deadline** is 5:00 PM HST (UTC – 10:00) on **Tuesday, 9 May 2023**. Speakers are required to upload the electronic (one slide per page) version of the notes at the workshop and technical lecture notes submission website.

- The speaker presentations and notes are required to be fully compliant with the IMS2023 workshop and technical lecture presentation template. There are no exceptions to this requirement.
- The **presented material**, on the day of the technical lecture, **should be identical to the notes** that are **submitted on Tuesday, 9 May 2023**. In the event the presentation slides are modified after the **Tuesday, 9 May 2023** deadline, the speaker is responsible for bringing copies of the updated slides for distribution to the attendees at the technical lecture.
- Technical lecture speakers are responsible for the verification of the notes' compliance with the IMS2023 presentation template.

This document provides guidelines and instructions for preparing and submitting your speaker notes (presentation) by **Tuesday, 9 May 2023**. By following these guidelines and instructions, your presentation should provide a rewarding experience for both you and your colleagues.

For the presentation/speaker notes, 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 Workshop Presentation PowerPoint template available on the IMS2023 webpage. Please pay special attention when embedding fonts and multi-media content, as described in detail later in this document.
- 2.** Save your presentation using the specified file nomenclature, both as PowerPoint (.pptx) and Portable Document Format (.PDF). Each of these files cannot exceed **25 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 IMS2023 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.** Your unique link to the paper management system is emailed to you. Your final presentation should be uploaded no later than **Tuesday, 9 May 2023**. Both a PDF and Power Point submission are mandatory.

## **A) Presentation Preparation Guidelines**

IMS2023 will provide submitted presentations to IMS attendees as PDF file downloads. The presentation materials are not formally published or archived and do not need to be IEEE Xplore compliant. Your presentation **MUST** be in electronic format and **MUST** use the IMS2023 Presentation template available on the IMS webpage.

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.
- Please save your file using the following naming format:
  - o 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 special characters 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.

## **B) Online File Submission Guidelines**

- 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.
- You will receive an email with a personalized link to the paper management database to upload your presentation in advance of the symposium.
- Submit (i.e., upload) your presentation no later than Friday, 28 April 2023.

## **C) Speaker Ready Room Check-in Procedures**

- The Speaker Ready Room is Room 21 in the San Diego Convention Center. In the unlikely event that the Speaker Ready Room is moved, there will be signage directing the speakers to the correct room.
- Please go to the Speaker Ready Room well in advance of your lecture time, 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 only attending the Symposium for the day of your lecture, you should go to the Speaker Ready Room as early as possible to check if your presentation is working on our computer software/systems. At this point, you also have the opportunity to update your presentation. If you are making an update, please do so early enough in advance so that it can be uploaded to the system and refreshed to the computer in the room your talk will be in.

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 Speaker Ready Room, PPTX is required. If your presentation is not located in the appropriate folder, you may upload the presentation, or updated 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.

- 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.
- If your lecture 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.
- If you make changes or updates to your original presentation and want 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.

Unfortunately, Speaker Ready Room personnel are not responsible for your devices, i.e., memory cards, disks, laptops