ISTA 2019 Guidelines for Symposium and Tutorial Presentations

Email questions to:

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Requirements:

- Company logos are limited to the title and acknowledgement pages.
- Use minimum **20 point** Arial or Helvetica font for all body text so that it can be seen in the back of the presentation room.
- Use minimum 18 point font in figures and graphs (some flexibility will be allowed).
- On multi-trace graphs, use line-types and symbols rather than color wherever possible to distinguish the traces. The lines should be at least **3 point**.
- The slide aspect ratio must be **16:9**.
- Use contrasting colors, like black or blue text on a white background, yellow or white text on a blue background. Avoid using red and green because color blind people cannot differentiate them.
- Use short phrases and pictures, not complete sentences or paragraphs.
- There are 4 required slides: Title, Outline, Introduction/Background, Conclusions

Format Rules

- The presentation file must be saved in Microsoft Office PowerPoint 2013 format or earlier.
- First slide must contain paper title, authors, affiliations, and optionally company logos.
- An optional “Thank You” or “Acknowledgement” slide at the very end of the presentation may show logos of the respective parties. Please understand if you choose to add a logo for one of the parties, you must add logos for all parties. If incomplete, the logos might be removed from this slide.
- No other slides may contain logos, which includes footer and header lines, as well as any other parts of the slide layout.
- Symposium presentation length is 20 minutes, plus 5 minutes for questions. A rule-of-thumb is 1 slide every 30 to 60 seconds. The session chair will strictly enforce the 20-minute time limit.
- Tutorial presentation length is 60 minutes, inclusive of Q&A.
- Movies must be in AVI or MPEG format. Sound will not be broadcast.
• Movies should be embedded in the presentation. If that is not possible, then the video file must be uploaded separately and linked in the presentation.
• For the delivery of the presentation, we will be using the ‘Presenters View’ in PowerPoint. Using this feature, you will have access to all your notes for each of the slides. Please make use of this. Details are shown in the presentation templates.

Help the computer display your presentation properly

Your computer may have different software than the reviewer and conference computers. Keeping the presentation simple will reduce compatibility issues.
• Movies should only be in MPEG or AVI format. Sound will not be broadcasted at the event.
• Equations & Symbols
  • Ensure ‘Normal Font’ is used when inserting symbols.
  • OR embedded equation as a GIF: enter equation, then “Cut. Paste Special. Picture”
• Learn to take advantage of the PowerPoint Presenter View. It is a powerful feature and can help you deliver great presentations.
• Project your presentation for review. Projected slides can have less contrast than a computer display. Adjust contrast on images and adjust colors to compensate.

Eliminate distractions that detract from your message

The following should be avoided:
• Background images
• Complex slide designs
• Over-use of colors
• Header and footer text (except page numbers).
• Slide transitions and bullet animations.
  – Use transitions and animations VERY SPARINGLY, and only to emphasize key points
  – Many people find animations and transitions annoying and distracting
  – While answering questions, animations and transitions slow your access to previous slides
• Use the laser pointer sparingly during the presentation. Only use it for emphasis. Do not use it to draw circles – your audience’s eyes will follow the little red dot instead of looking at your slide.