



Slide Preparation

Microsoft Office, OpenOffice and LibreOffice presentation files are the only acceptable visual aids this year at DAC. DAC will provide a PC with Windows, Microsoft Office, OpenOffice and LibreOffice software and an LCD projector. Appropriate connections for both PC and MAC laptop computers will be available. Due to compatibility issues, using your own computer for your presentation is NOT recommended. Therefore, you **MUST** bring a back-up copy of your presentation on a USB drive or CD-ROM.

The quality of your presentation is very important for getting your points across to a large audience. The Conference strives to supply you with the best support in both presentation equipment and assistance. Please read this document carefully before preparing your presentation as it will provide you with an elaborate manual on how to go about preparing your slides.

DAC provides professionally prepared templates, offered to you in the **DAC Templates** section, to guide you in preparing your presentation. **It is obligatory that you submit your presentation to your Session Chair for review!** Further instructions on how to do this will be communicated to you.

See **Talk Prep** for tips on **converting your written manuscript and/or extended abstract (User Track only) to an interesting technical presentation.**

DAC technical manuscripts are presented in a format composed of two parts:

1. A 12 minute presentation.
2. A poster containing a detailed exposition of your work

Your 12-minute presentation should focus on the key ideas behind your work and should motivate the audience to seek more details at the poster that you will present during the last half hour of your session.

Remember that 12 minutes is a short amount of time, and thus requires you to prepare your presentation in a completely different fashion from longer presentations. You will not have time to explain details of your algorithm, your framework, or all your experimental results. Instead, use the 12-minutes to convey the key idea behind your work using a simple motivational example and demonstrate efficacy using a single summary result slide. Use the poster to convey a detailed exposition of the algorithms, techniques, relationship to previous work, and detailed experiments. A successful 12-minute presentation will motivate the audience and pique their interest to seek more details, clarifications, etc. at your poster!

To help you prepare a successful 12-minute presentation, we have prepared the following sample video and the corresponding presentation slides:

Link to sample video:

<http://www.youtube.com/watch?v=lfuVbxC8hBg>

Sample slide presentation:

http://www.dac.com/App_Content/files/48/dac-12min-sample-eroc.pptx



Presentation Guidelines

Note the following guidelines after viewing the samples above:

- Number of Slides: Limit the number of slides to no more than 8 or 9. You will spend between 1-2 minutes per slide; thus, any presentation longer than 8 or 9 slides will surely take more than 12 minutes.
- Do not waste time on an “outline” slide: You have only 12 minutes, so get right to the point.
- Organization of Content:
 - Slide 1: Title, Authors, Affiliations, Acknowledgements
 - Slide 2: Motivate the problem
 - Slide 3: Distinguish your work from related/previous efforts
 - Slides 4-5: Use an illustrative example to explain your approach/framework
 - Slide 6: This one slide can give more technical depth and pique the interest of audience to seek more details at the poster!
 - Slide 7: One summary experimental results slide. Quantify the overall gains/benefits of your approach. Again, detailed experimental results should be discussed at your poster
 - Slide 8: Summarize the basic ideas behind your work and encourage the audience to visit your poster for more details
- Please visit [Presenting Your Work at DAC](#) for further details on how to prepare for conference.

Rules and Regulations

- All presentations should be made in Microsoft Office, OpenOffice or LibreOffice. If this poses a problem for you, you should contact [Kathy Embler](#) and she will provide you with an alternative solution.
- **Use the width to height aspect ratio of most graphics displays (4:3)** You will get this format by selecting the "File", "Page Setup", "on-screen-show."
- **Your company name and/or logo are only allowed to appear on the title page.**
Also minimize the use of product trademarks. Occasionally, a speaker believes that a presentation may be a place to obtain some free advertising for a product or an organization. This is not allowed since this is a technical conference.
- **Do not use recurring text in headers and/or footers.**
- **Do not use any sound effects.**
- **Use large font sizes.** 24 point and higher for regular text and 20 point for descriptive text (text with arrows, etc.)
- Use only lines with a width of at least 2pts. (In more complicated graphs, 1.5 pts. is acceptable.)
- Remember that a dark background with lighter content is favorable for projection in large rooms. This is so because a light background over shines thinner lines and characters. The quality of projectors has improved enormously which allows good results with a white background and darker content. Even though that combination is now readable and clear, it tends to be hard on the eye. Non-serif fonts (e.g., Helvetica, Arial) have proven to project significantly better than the serif ones (e.g. Times Roman). We urge you to please try and avoid those.
 - Under certain circumstances we may have to deviate from these general suggestions, as is the case for those presentations that are to be videoed and will be published on the web. We will communicate those specific requirements to the respective presenters directly.
- Make sure to choose a transition mode between each slide, but choose one which does not distract too much (e.g. dissolve, wipe right). Use only one type of transition throughout your presentation. Only consider using a different transition if you are moving onto a completely different subject.
- Use clip-art only if it helps to state the point more effectively.
- Use contrasting brightness levels, e.g., light-on-dark or dark-on-light, in all of your text and diagrams.
- Stay away from using red text or lines on a dark blue background. This combination is very difficult to read as the contrasting brightness level is almost completely equal. For this reason it is also totally undistinguishable for the color blind.
- Use the MS equation editor or MathType to make your formulas.



This is a List of Equipment You Will Find in Each of the Presentation Rooms:

- Video Projection Unit
 - LCD projector, resolution 1024x768
 - Horizontal scan rate 15kHz - 80kHz, vertical can rate 50kHz - 10kHz
- Computer Equipment/Software
 - Dell D360 Latitude, DVD/CD-ROM, Dual Core, USB
- Windows XP Operating System, Microsoft Office 2007, OpenOffice and LibreOffice software
- Acrobat Reader
- Antivirus software
- Port connection for notebooks/laptops with SVGA
- Audio Equipment
- Podium microphone
- Lavalier microphone
- Aisle microphones for questions
- Laser pointer
- Speaker timer

Helpful Tips for Creating your Slide Presentation:

Make Equations (PowerPoint Only)

- Change "style," "size," "define," "format," and "spacing" values directly in the equation editor. From then on all your formulas will adapt to these new settings whenever you open them in the equation editor again. Our preferred settings are as follows:
 - style: "greek" and "symbol" = "symbol font", the rest all "arial font" (no bold, no italics)
 - size: from top to bottom: 20-18-15-22-18
 - spacing: top to bottom: 150%-150%-100%-45%-25%-25%
- After getting back into the presentation, you may want to resize the formula with the "format object", "size" command.
- Remove the background in the formulas and recolor them "format object", "picture", "recolor", so that they have the same color as the rest of the text.
- Copy an already made equation to make another one with the same specification.

Make Strategic Line Breaks

Very often you may want to break off a line at a different spot than where your text box is allowing you to. You can do this by using the "shift -enter" key combination.

Make Transitions Throughout the Presentation

Go to the slide sorter view and select all (ctrl-A). Choose a transition effect in the left top fill in box (choose one from the list you get when clicking the arrow next to it, preferably "dissolve") and hit enter.