

## IMS2018 PODIUM PRESENTATION GUIDELINES AND INSTRUCTIONS

### Overview:

Congratulations on having your paper selected for presentation at an IMS2018 Podium Session!

This document provides guidelines and instructions for preparing and submitting your presentation by the specified deadline, as well as the verification of your presentation at the conference venue prior to the day of your talk. By following these guidelines and instructions exactly, you will ensure that your presentation succeeds with no hiccups or setbacks and provides a rewarding experience to you and the audience.

At a minimum, you are required to carry out the following mandatory steps. Please read the entire document before you begin creating your presentation.

1. Create your presentation using the IMS2018 PowerPoint template available at this [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 IMS2018.
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. If applicable, ensure 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 IMS2018 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. To submit (upload) your presentation, use your unique (personalized) link to the paper management system. Your unique link to the paper management system is emailed to you. Please upload your presentation no later than **Wednesday, 30 May 2018**. Please note that the PDF submission is mandatory. If you choose, you may also submit the PowerPoint version so that it is available for use at the Speaker Ready room and at your session.
5. Visit the Speaker Ready Room (Room 107A) at the Pennsylvania Convention Center at least 24 hours prior to your session, and verify that your presentation is available and compatible with equipment provided by our Audio/Visual contractor. If necessary, especially if you have embedded multi-media content, you will have the final opportunity to adjust or tweak your presentation at that time.

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

IMS2018 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 IMS2018 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.

Beginning from this year, IMS intends to provide the submitted presentations to the IMS attendees, as PDF file downloads. The downloads will be available starting from a week after, to 60 days from the conclusion of the IMS Microwave Week. The downloadable presentations are restricted to only those presentations for which the submitting authors have received permission from their institutions and sponsors to allow such dissemination. In the event such permissions are not provided, the presentations will be used only during the applicable technical session and will not be disseminated.

Your presentation MUST be in electronic format and MUST use the IMS2018 Presentation template available at this [webpage](#). The PDF format submission is mandatory. If you choose, you have the option of also providing a PowerPoint version. Hard media, e.g., vu-graphs or 35mm are no longer used at the IMS. 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 and are using video or sound files, 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:  
Session-Number\_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 if desired, PowerPoint) file as specified in the 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 Wednesday, 30 May 2018.**

### D. Speaker Ready Room Check-in Procedures

1. The Speaker Ready Room is Room 107A at the Pennsylvania Convention Center. In the unlikely event, if the Speaker Ready room is changed, there will be signage directing the speakers to the correct room.
2. Please come 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. 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 well on our 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 Podium 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 upload your presentation if necessary. The technician then will 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 equipment questions and to adjust lighting and sound levels to your requirements, prior to the start of the session.
6. You may make last-minute edits to your presentation at 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.



**2018 IEEE MTT-S  
International Microwave Symposium**  
**10 - 15 June 2018, Pennsylvania Convention Center, Philadelphia**



7. Please make every effort to finalize your presentation for morning sessions by 17:00 the day before, and for afternoon sessions by 11:30 on the day of the presentation.
8. Speaker Ready Room personnel are not responsible for your devices, i.e. memory cards, disks, laptops.

We look forward to seeing you in Philadelphia in June!

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[IMS2018 Podium Presentation Template.pptx](#)



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