

## INSTRUCTIONS AND GUIDELINES FOR IMS2018 INTERACTIVE FORUM PRESENTATIONS

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

This document will assist you in preparing your Interactive Forum (IF) Presentations 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(s).

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 IMS2018 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 is in Exhibit Hall A of the Pennsylvania Convention Center (PCC). Please familiarize yourself with the location of the Interactive Forum by visiting the [exhibition webpage](#).
- There are four (4) Interactive Forum (IF) Sessions during IMS2018. The four IF sessions are –
  - IF Session TUIF1, Tuesday 12 June 2018, 15:55 – 17:15
  - IF Session WEIF1, Wednesday 13 June 2018, 10:10 – 11:50
  - IF Session WEIF2, Wednesday 13 June 2018, 15:55 – 17:15
  - IF Session THIF1, Thursday 14 June 2018, 10:10 – 11:50

Your paper (and presentation) is one of up to 25 presentations that are scheduled for that specific IF session. Thus, your paper/presentation will be assigned a number between 1 and 25; and will be referred to using the nomenclature “IF Session – Paper #”, e.g., TUIF1-1 or THIF1-24.

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 station has a 4-ft long counter with a computer and a 55” (diagonal) monitor. A poster board stand will also be available next to the counter.

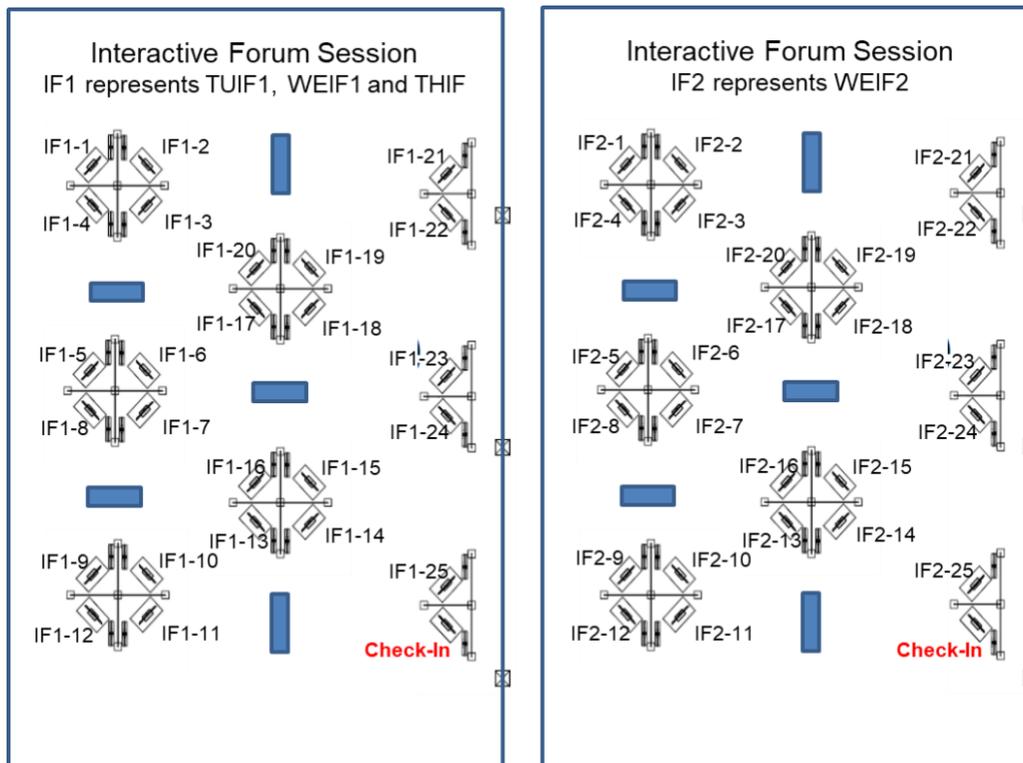
- Each IF session shall have a Chair and Co-Chair who are available to provide advice and contact for technical assistance. Please arrive at least 15 minutes prior to the start of your IF session and meet your session Chairs. You are required to stay at your station for the entire duration of your IF session.
- IMS2018 will provide you with a 36” (wide) x 27” (high) Poster Board, also referred to as a “meter-board”, for you to display a poster of your paper’s work and results. You are responsible for creating, printing, and bringing your poster to your IF session. IMS suggests that you follow the instructions for creating your poster board and use the [poster board template](#), such that all the relevant information is provided. Your poster will also be consistent with other posters, to the benefit of the IMS attendees. Additional details are provided in Section 3.

- IMS2018 will provide you with a 55" monitor and a laptop computer so that you may provide additional details of your work, using a PDF or PowerPoint presentation, to the IMS attendees. Please follow the instructions for creating your PowerPoint and PDF presentation, using the mandatory [IMS2018 presentation template](#), and submit your PDF presentation by the Wednesday, 30 May 2018 deadline. You are also required to bring to your IF session, a copy of your PDF and/or PowerPoint presentation on a portable medium, e.g., USB Flash Drive or Memory Card (those that do not require any special drivers to be installed on the computer). Additional details are provided in Section 4.

IMS2018 intends to provide the IF 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 presenter/authors have received permission from their institution and sponsors to allow such dissemination. In the event such dissemination is NOT allowed, the IF presentations will be used only during the applicable IF session and not disseminated to the IMS attendees.

## 2. Interactive Forum Layout and Logistics:

- The Interactive Forum layout is shown below including the locations of the stations, 1 to 25.



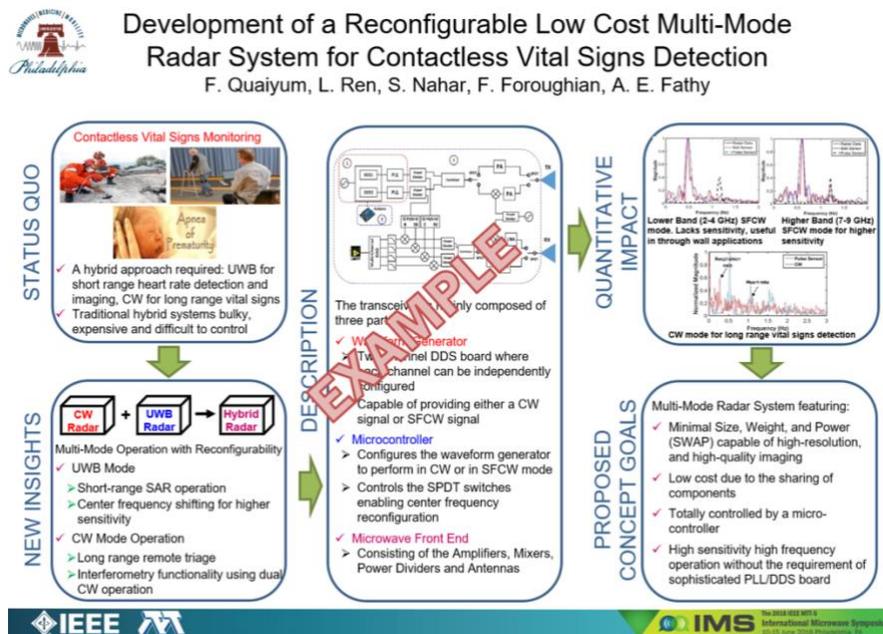
- IMS2018 will provide the following computer equipment and a 55" monitor. Please ensure that your PDF or PowerPoint presentation is compatible with the provided equipment. A technician will be present in the Interactive Forum area to provide assistance.

### Interactive Forum Computer – Minimum Configuration:

- i7 Quad Core Processor, 4 GB RAM, 1920 x 1080 at 24-bit color depth;
- USB Ports
- Operating System: Media should be PC Formatted;
- PowerPoint 2016 or earlier version;
- Microsoft Windows 7, Microsoft Office 2013, Windows Media Player (Version 10), QuickTime (Latest Version), Flash Player (Latest Version), and Adobe Acrobat Reader (Latest Version).
- Web Browser: Internet Explorer (latest), Firefox 5.1, Plug-Ins: QuickTime 7, Adobe Acrobat 9;
- Unix Users: Bring HTML Files or Adobe Acrobat 9.

### 3. Poster Board Preparation Instructions:

- The IF presenter is required to prepare, print, and bring their own poster to their IF session. The single, printed summary poster discusses the presenter/authors' research in broad strokes. The poster is in the form of a "Penta" chart, which covers the primary motivations, insights, and results of the project.
- The "Penta" chart format is provided in the [Poster Board template](#). Please refer to the details provided with the template. A sample is shown below. The meter-board is 36" (wide) and 27" (high), and the Penta chart must fit within these dimensions.
- Remember to keep texts short and concise. Highlight the key points and significance of your work (use phrases instead of complete sentences). Make use of bullet lists, charts, figures, tables, equations, and photographs as applicable to enhance the important technical content of your work. The use of color graphics and headline style phrases in bullet charts will allow the audience to quickly see the theme of your presentation and grasp your intended message.



#### 4. PowerPoint (and PDF) Presentation Preparation and Submission Instructions:

- Prepare a PowerPoint presentation that provides additional details of your work, using the mandatory IMS2018 IF [PowerPoint template](#). Please do NOT modify the logos or banners, and follow the prescribed landscape 16:9 aspect ratio that is suitable for the IMS2018 monitors.
- Your presentation slides must follow the “Penta” chart topics of (i) Status Quo, (ii) New insights, (iii) Description, (iv) Quantitative Impact, and (v) Proposed Concept Goals. You may use as many slides as you need on each of these topics to describe your work in greater detail.
- Remember to keep texts short and concise. Highlight the key points and significance of your work (use phrases instead of complete sentences). Make use of bullet lists, charts, figures, tables, equations, and photographs as applicable to enhance the important technical content of your work. The use of color graphics and headline style phrases in bullet charts will allow the audience to quickly see the theme of your presentation and grasp your intended message.
- Additional helpful hints while preparing your presentations:
  - 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>.
  - Please save your file using the following naming format:  
IF\_Session#\_Paper#\_AuthorLastName\_AuthorFirstName\_finalslides  
e.g. TUIF1\_1\_Smith\_John\_finalslides.pdf; or TUIF1\_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.
- Secure the necessary approvals from your (academic, corporate, or government) employers and sponsors, including as applicable ITAR and other governmental approvals.
- Prepare a PDF version (not exceeding 4MB) of your PowerPoint presentation for submission by the 30 May 2018 deadline. IMS2018 will disseminate, to the IMS attendees, those PDF files that have been given permission by the presenter/author(s) institutions and sponsors for such distribution.
- Submit (upload) your PDF presentation using the unique personalized link to the paper management system that is emailed to you. Please upload your presentation no later than 30 May 2018.

- Transfer your PowerPoint and PDF presentations to a portable medium, e.g., USB Flash Drive or Memory Card (those that do not require any special drivers to be installed on the computer) and bring it with you to IMS2018. You will need them during the IF session.

## 5. Activities at IMS2018

- **Remember your IF Session and Paper number.** You may visit IMS2018 [Technical Program website](#) and confirm the session code of your paper. Please note that there are separate tabs for each day.
- **On the day of your IF Presentation**, attend the speakers' breakfast served from 07:00 - 08:00 in Room 108 of the PCC. Due to the large number of IF speakers, it will not be possible for you to meet the IF Chairs at the breakfast as has been done in previous years. Instead, you will meet the IF Chairs at the IF area in Exhibit Hall A of the PCC.
- **Please check-in at least 15 minutes prior to your session at the IF Check-In Area.** Go to your station in the IF area. A laptop and monitor will be designated with your paper number on the poster board. Insert your USB flash drive and launch your presentation file(s). If you need assistance, please contact the technician at the IF site. You are responsible for the security of your flash drive and materials. You are also responsible for setting up and taking down your printed Penta chart poster.
- **Your presentation material(s) must be available for viewing and you must be available for discussion during the entire IF session.** If you wish to step away from your presentation, please inform the IF Chair or helper and return as soon as possible. You are responsible for the security of your possessions. Your presentation is grouped with other presentations on a similar topic, such that interested IMS attendees may attend your and other presentations in the same IF session. It is also helpful to have hard copies of your Symposium Proceedings paper available for visitors to take with them. Presenters such as yourself often provide their business cards and solicit the cards of their visitors so they may correspond with one another in the future. All materials should be removed promptly at the end of the IF session.

## 6. QR Codes

If you choose, you may use QR Codes with your presentation material to direct your visitors to your website, institution, or a social media platform where you may share additional details of your work. QR Codes are two-dimensional bar codes ([https://en.wikipedia.org/wiki/QR\\_code](https://en.wikipedia.org/wiki/QR_code)) that can be read by smart phones and other mobile imaging devices. These codes direct the imaging device to a website or display text information. The website, which can be a YouTube or a similar hosted site, can contain the author's written presentation, other additional information, or even a video of the author presenting and/or demonstrating his or her work. There are several free sites that can generate the QR code for you. Please feel free to take advantage of this technology to enhance the information already displayed on your posters.

The IMS2018 Technical Program Committee appreciates your contribution to IMS2018 and we look forward to seeing you in Philadelphia this June.

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