

## PRESENTATION GUIDELINES

*To ensure your presentation is successful and trouble-free, kindly follow the instructions given below.*

### 1. Keynote and Oral Presentations

#### 1.1. Presentation Duration

The Chairpersons will be strict on timing. Speakers must ensure that their presentation, including the period for questions and answers, takes no longer than the time stipulated in the Final Program:

- **Keynote:** 30 minutes, followed by 10 minutes for Q&A (40 minutes total)
- **Oral:** 15 minutes, followed by 5 minutes for Q&A (20 minutes total)

#### 1.2. Presentation Requirements and Supported Formats

PowerPoint type projection will be available and all the hardware (laptop computer, projector and screen, microphone and pointer) will be provided by the workshop Organization, not only to ensure consistency in technical quality but also to allow quick and smooth transition between speakers. The computer system supports presentations made with the following software: **MS Office; Open Office; Adobe PDF.**

#### 1.3. In the Lecture Room

**A laptop will be provided in the lecture room and it should be used for all presentations.** Speakers should upload their presentation file to the laptop before their Session begins, with the help of the Staff Team that will be permanently in the room. In alternative (although less advisable), speakers can bring the file in an USB storage device and run it on the provided laptop for their presentation. If a speaker objects to using the provided laptop and prefers to use their own, the Staff Team cannot guarantee a quick setup.

#### 1.4. Privacy Procedures

All presentations and associated files left in the lecture room's laptop after the workshop ends **will be deleted and will not be provided to anyone**, unless explicitly authorized by the author(s).



# 27th IEEE Workshop on Signal and Power Integrity

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## 2. Poster Presentations

### 2.1. Poster Format

Posters must be in **portrait (vertical) orientation** and must not exceed 120 cm height and 90 cm width (approximately A0 size).

### 2.2. Poster Exhibition

The Poster Session will be held in a hall close to the lecture room. **Presenting authors are expected to attend the Session and stay nearby their Posters.** Poster boards will be marked with a number (listed in the Final Program) and each presenter must ensure that their Poster is placed in the proper numbered board. Posters can be put on display from Monday morning onwards and should be removed before the end of the workshop. Suitable tape and pushpins will be provided by the Secretariat and the Staff Team.

### 2.3. Privacy Procedures

All posters left in the boards after the workshop ends **will be destroyed and will not be provided to anyone**, unless explicitly permitted by the author(s).

## 3. Language

The Workshop's official language is English.