



## Presentation Guidelines

**Welcome!** This is the last stage of the long process, and you are almost done. Consider presentation of your papers as an opportunity to impress experts in your field. Please read the following instructions and prepare your presentation materials accordingly. If you have any questions, please contact the Program Chairs at [chairs@ieee-socc.org](mailto:chairs@ieee-socc.org)

**Deadline: 30<sup>th</sup> August, 2024**

### NOTE:

- If your paper has been ACCEPTED as a regular, special, or industrial session paper, please follow the “Oral Presentation” Guidelines.
- If your paper has been ACCEPTED as a poster paper, please follow the “Poster Presentation” Guidelines.

### Oral Presentation

The SOC Conference uses PowerPoint presentations for PCs ONLY. Overhead or slide projectors will not be used. PowerPoint presentations prepared on a Mac or under Linux may not show up properly on a PC under Windows, so authors are advised to test their slides on a Windows PC.

The meeting room will be equipped with a computer and a beam projector, a microphone, and a laser pointer. If you have audio/visual needs beyond the above listed equipment, please send an e-mail to the Program Chairs.

### Requirements

To avoid any unforeseeable technical problems, **it is mandatory to upload your slides and a short biography of the presenter to EDAS by 30<sup>th</sup> August**, so that the session chair can go through the slides in advance, we can save the slides to the computers, and the chair can

introduce you properly to the audience. **To upload your short biography, you need to indicate the presenter's name** on your paper submission page and then save the bio there.

- In addition, bring your PowerPoint presentation on a USB flash memory stick.
- Meet the session chair during the intermission **prior to the session** to make sure your presentation is loaded correctly or, if it is not, to upload the presentation from your USB stick. Also, be prepared to give an easily readable hardcopy of the short biography to the chair, in case your uploaded version is not accessible for the introduction.

## Sessions/Time

Each speaker will be introduced by the Session Chair, who will also serve as a moderator during the question-and-answer period. **Speakers are required to report to their meeting rooms 20 minutes before the start of their session** to meet with the session chairs.

- Each presentation during a **regular paper session** will be allotted 20 minutes, with an additional 5 minutes for a questions and answers period. It is very important to adjust your presentation to meet the allotted 20 minutes. We want to keep the presentations in parallel sessions in sync, in order to allow attendees to switch between sessions.
- Each presentation during the **industrial sessions** and **special session** will be allotted 15 minutes, with a following 5 minutes for a question-and-answer period.

## Presentation Content

- Briefly outline your talk and what will be covered.
- Define your problem. What led to your work? What were your objectives?
- Outline the course of your work.
- What are the advantages and disadvantages of your methods or devices?
- Suggest improvements or areas for further enhancements.

## PowerPoint Presentation Instructions

- Use widescreen slide format (16:9) presentations.
- Keep each slide as simple as possible. Do not use long complicated slides.
- Limit each slide to one main idea. Use slides to supplement and support your oral presentation, not simply to repeat what you are saying.
- Use several simple slides rather than one complicated one especially if you will be discussing it at length.
- Use duplicates if you need to refer to the same slide at different times instead of going back to the slide.

## Poster Presentation

Each poster will be assigned an approximately 4 foot (122 cm) tall by 3 foot (91 cm) wide easel. Bring a printed version of your poster (A0 format, 841 x 1189 mm, 33.1 x 46.8") with you. Content of posters is essentially the same as that for oral presentation. Posters do not need to be uploaded to EDAS.

All poster presenters will have a two-minute talk to introduce their work at the beginning of the poster session. The presentation shall consist of **one** PowerPoint slide. To avoid any unforeseeable technical problems, **it is mandatory to upload your slides to EDAS by 30<sup>th</sup> August.**

## Sessions/Time

Posters may be set-up on the day the poster session takes place and need to be removed after the session. It is mandatory for you to be at your poster during the poster session time, to make presentations and answer questions.

## Presentation Content (two-minute talk)

- One slide: Briefly introduce yourself, the title of your work, and main objective and results of your work.