

IMS2017 Interactive Forum (IF) Presentation Guidelines and Instructions

The following information will assist you in preparing your IMS2017 Interactive Forum presentation – please read the entire document.

A. General Presentation Guidelines:

Please [click here](#) for an extremely important **WARNING** to authors about **ITAR** and **publication clearances**.

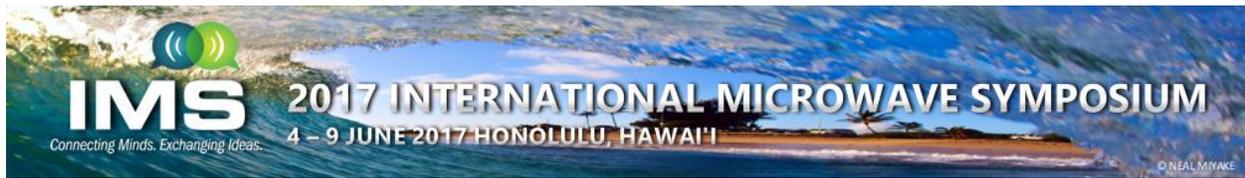
Slides must be in electronic form; PowerPoint or PDF files are acceptable. Transparent slides, either viewgraphs or 35mm, are no longer used at the IMS. Technical paper presentation materials are not published or archived, so they need not be IEEE Xplore compliant.

B. Interactive Forum Presentation Guidelines and Instructions:

Please remember that papers assigned to the Interactive Forum require a written manuscript according to the same rules and deadlines as oral-session papers. **The Interactive Forum presentation is in PowerPoint AND printed poster format.** All Interactive Forum presentations must use the Interactive Forum printed poster (.pptx) and PowerPoint slide (.pptx) templates below. Do not revise or modify any of the existing logos on the template. A link to these instructions is also included below.

- [IMS2017_IF_Presentation_Template_Part1of2_Printed_Poster.pptx](#)
- [IMS2017_IF_Presentation_Template_Part2of2_PowerPoint_Slides.pptx](#)
- [IMS2017_IF_Presentation_Guidelines.pdf](#)

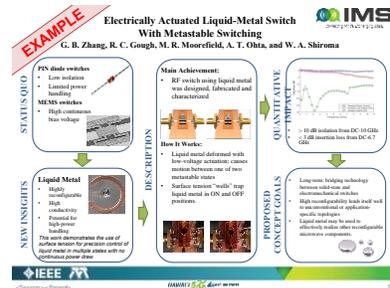




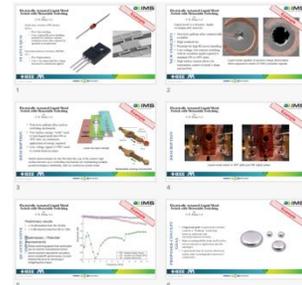
The Interactive Forum (IF) session provides an opportunity for the presenter to engage in direct discussions with small groups of interested Symposium attendees on an informal basis.

IF presentations will consist of two parts:

1. A **single, printed summary poster** discussing the participant’s research in broad strokes. This poster will be in the form of a “Penta” chart, which covers the primary motivations, insights, and results of the project. **Participants are responsible for printing their own poster.**



2. A **short set of PowerPoint slides** that will be displayed on an accompanying monitor. These slides will be tied to subject areas displayed on the Penta chart, and will allow participants to discuss their methods, results, and conclusions in more detail with IF attendees.



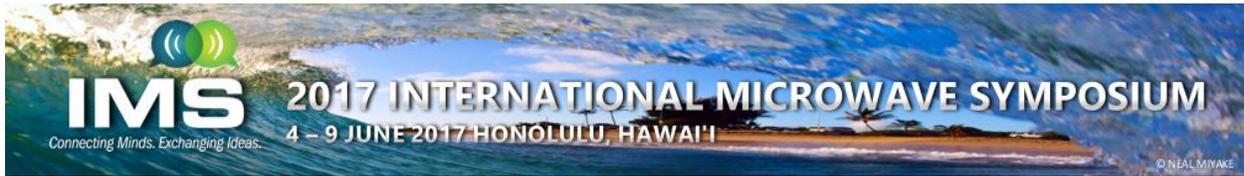
Each author will have a 4’-long counter with a computer and a 42” (diagonal) monitor. A poster board stand will also be available next to the counter to display the printed summary (penta chart) poster.

All you have to do is bring the following:

1. Your printed summary poster. Dimensions of the poster should be 36” (width) x 27” (height).
2. USB flash drive (thumb/pen drive) with your PowerPoint slides saved onto it. Save your presentation in both PowerPoint and PDF format.

Feel free to use your creativity to improve the viewers’ understanding of your material and attract the most interest; e.g., you can add more written material, add action to the drawings. Please try to anticipate what the attendees will be interested in, and bring additional material that further supports and justifies your conclusions should an attendee desire more detail.

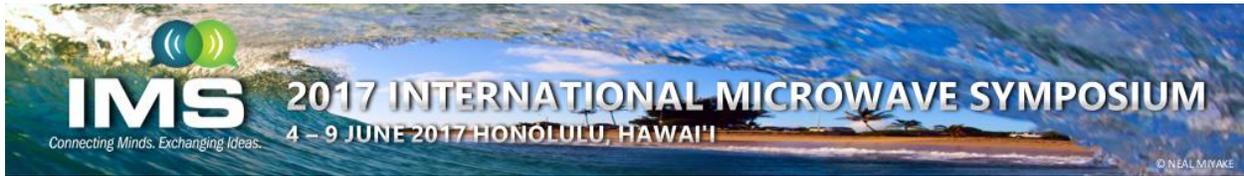




Here are some guidelines to help your preparation for the IF presentation:

1. Identify your location: Access the IMS2017 program website and confirm the session code of your paper in the Interactive Forum Session.
2. Monitor Space: The “Interactive Forum Layout” below shows the locations of the papers. For instance, IF1-2 represents WEIF1-2 if it is on Wednesday morning, and IF2-2 represents THIF2-2 if it is Thursday afternoon. Please identify the location of your paper prior to your presentation.
3. Please prepare your poster and PowerPoint presentation according to the IF presentation templates. Remember to keep text short and concise, and 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. **On the day of your IF Presentation**, you are invited to the speakers’ breakfast served from 07:00–08:00 in Hawai‘i Convention Center Room 323. Due to the large number of IF speakers, it will not be possible to meet the Chairs at the breakfast as has been done in previous years. Instead, you will meet the Chairs at the IF area (Hawai‘i Convention Center, Level 3 – Overlook Concourse). **Please check-in at least 15 minutes prior to your session at the IF Check-In Area (see map of IF layout).** Go to your location and confirm if the computer is available on the desk and check your paper number on the poster board. Insert your USB flash drive, and launch your presentation file(s). You are responsible for the security of your flash drive and materials. You will also be responsible for setting up and taking down your printed Penta chart poster.
5. Your presentation material 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 will be clustered with other presentations having a similar topic, so an interested viewer is likely to appear at any time during the session. It is also helpful to have hard copies of your Symposium Digest paper available for visitors to take with them. Presenters often provide their business cards and





solicit the cards of their visitors so they may correspond with one another in the future. All material should be removed promptly at the conclusion of the IF session.

6. You now have the opportunity to use QR Codes with your presentation material. For those not familiar with QR Codes, these are two-dimensional bar codes 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 YouTube or another 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.

See: https://en.wikipedia.org/wiki/QR_code The example QR Code below was a JPG file, generated from the following website and pasted as an image into this document.

<http://www.qr-code-generator.com/>

Example QR Code:



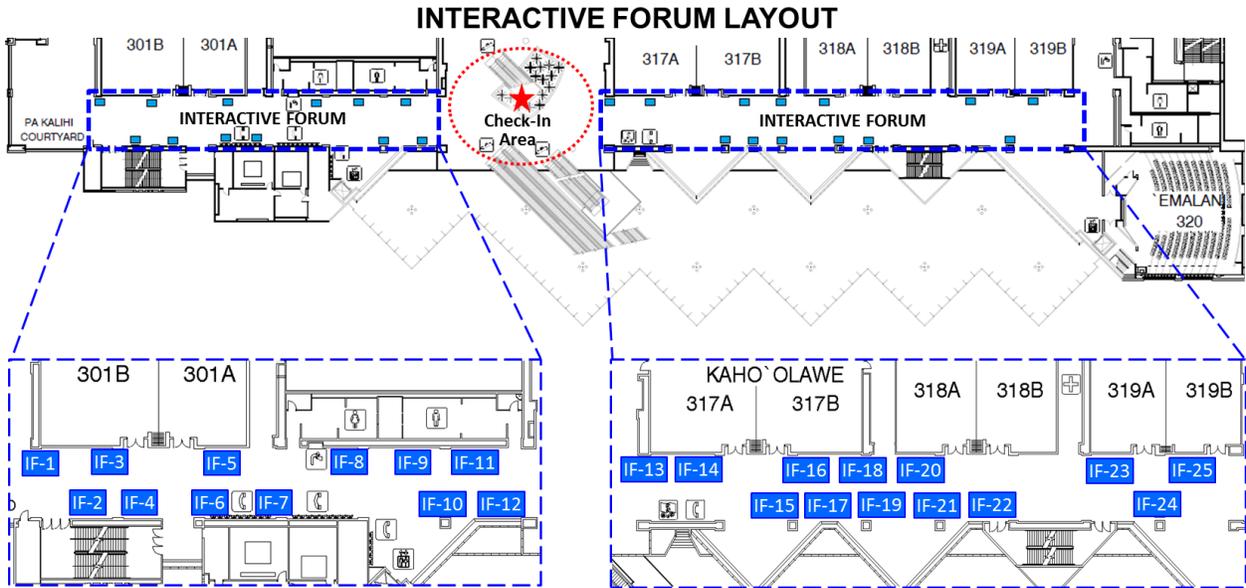
The IMS2017 Technical Program Committee appreciates your contribution to IMS2017 and we look forward to seeing you in Honolulu this June.

IMS2017 Interactive Forum Committee

Darcy Bibb, Gui Chao Huang, Ruthsenne R.G. Perron, and George Zhang

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