

ELECTRONIC-PROJECTION INSTRUCTIONS

At ISSCC 2004, electronic projection will be used for ALL paper presentations in ALL sessions.

The session in which your paper will be presented will be equipped with a high-intensity digital projector. All papers in your session will use electronic projection.

In order to ensure a successful presentation, ISSCC has developed guidelines for preparation of electronic presentations. These guidelines are explained below. Once you have prepared your presentation in electronic format, **send it on a disk (CD-ROM preferred), along with a paper copy of the presentation** to Laura, as noted below:

Laura Fujino
ISSCC
c/o Business Center
San Francisco Marriott Hotel
55 Fourth Street
San Francisco, California
94103
USA (415-896-1600)

The telephone number (required for delivery by courier, such as Federal Express, DHL, etc) is 415-896-1600.

Laura must receive the disk with electronic copy of your presentation, along with a corresponding paper copy, between January 30 and February 6, 2004.

Following the receipt of the electronic and paper copies of your presentation, ISSCC will:

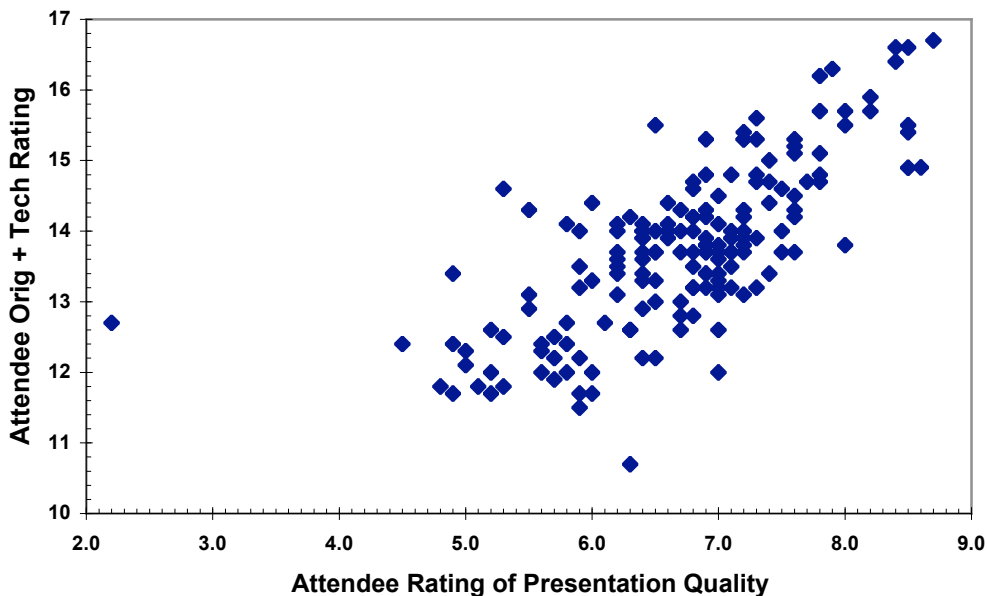
- Verify that your presentation file can be correctly read, and that it and the paper version correspond.
- Convert your file to PDF.
- Correct any errors due to incorrect font translation.
- Load the corrected PDF version of the presentation on a CD-ROM.
- Provide, to each speaker upon registration in **Golden Gate Hall, (at the right of the escalator on the B2 level from the Lobby)**, a CD-ROM of the PDF version of your presentation.
- Provide, at speaker's rehearsal on Saturday, February 14, an electronic projector, a computer loaded with your session visuals and a session CD-ROM back up.

- Provide, at your session, an electronic projector, a computer loaded with your session visuals, a session CD-ROM back-up, a projection coordinator, and a remote-control system.

As noted above, ISSCC will be responsible for the computer and projection equipment, as well as ensuring that your presentation is loaded at the time of your rehearsal and your paper session. You will use a remote control to advance your electronic visuals just as is usually done with conventional slides. The electronic file of the presentation will also be used for preparation of the Visuals Supplement to be published following the Conference.

Presentation Quality

The quality of your presentation is a very important part of how the audience perceives the quality of your work. Each year, ISSCC collects rating sheets for each session. The audience rates papers for originality, technical content, and presentation quality. The figure below shows the correlation between the attendee's rating of the originality and technical quality of papers and the attendee's rating of presentation quality for the same papers presented at ISSCC



1999.

Fig. 1. Attendee rating of originality and technical content versus attendee rating of presentation quality at ISSCC 1999. Note that the audience may not appreciate the originality and technical quality of your paper if your talk is not well-organized and presented!

The strong correlation suggests that a well-organized and well-presented paper is perceived as being better technical work than a poorly-organized and poorly-presented one! Time invested in organizing and preparing an outstanding presentation will be well-appreciated by your audience, and will place your work in the best possible light.

Electronic Presentation Preparation

ISSCC will be able to accept electronic presentations prepared in the following application programs for a Windows-based PC or Macintosh:

- Microsoft Powerpoint (Office 2000, Office XP)
- Lotus Freelance
- Framemaker (by special arrangement – see below)
- PDF (Adobe Acrobat) (by special arrangement □ see below)

If you wish to use Framemaker, PDF or some other format, or if you are unable to prepare your presentation in the PC version of any of the above applications, please contact Laura as soon as possible via email, lc Fujino@cs.com, or by phone at 416-418-3034. **Do not email your files to the above address.**

The guidelines for the use of colour are as follows:

1. **All backgrounds must be white:** no background colour or pattern may be used.
2. **All text must be in black** and should be in Arial font.
3. Colour may be used in schematics, graphs, illustrations, and photographs, **only** when it adds to the clarity of the presentation.
 - Not all colours are equally visible when projected. Bright red, blue, green and orange are easiest to see. Avoid yellows and light or pastel colours that are not easily seen on a clear background, except, possibly as a local background in a boxed area.
 - Use extra-wide line widths for coloured lines.
 - Use a minimum line width of 2-point for lines in drawings and schematics.
4. Of course, **no company logos, advertising, or BORDERS, are allowed** on the screen.

The guidelines for font style and sizing in electronic presentations are as follows:

1. Arial font is strongly preferred. Arial font has an equal line width for all parts of all characters, uses visually-simple characters, and projects clearly. It is available worldwide on Microsoft PowerPoint and most other applications. If you do not have Arial font, then choose a simple and visually-clear font, such as Helvetica.
2. The font size recommended is:
 - 36 to 44 point for titles
 - 36 point for sub-titles
 - 28 point for major bullets
 - 24 point for indented bullets
 - minimum 24 point for text on illustrations, graphs, figures, overlays on die photos

Text smaller than 24 point will be difficult to read from the back of the room.
3. Keep the visual simple! It is better to use a large font and two visuals than to use a small font in order to squeeze the message into one (unreadable) visual.

Note that ISSCC will be pleased to verify in advance that we will be able to read presentation files from your disk. You may send a disk with a sample presentation to Steve Bonney at the address below, at any time between now and January 28, 2004. Steve will verify that the file can be read, and will identify any problems with the presentation. The sample should be sent to:

Steve Bonney
ISSCC Print Liaison
S³ Digital Publishing Inc
60A Capital Avenue
Lisbon Falls, Maine,
04252
USA

You may contact Steve via phone at 207 353 8006 or by e-mail at steve@s3digitalpub.com Please attach your name, paper number, paper title, telephone number, and e-mail address. Steve will respond as to whether there are any difficulties with the received file.

Preparation of Disc and Paper Copy for Mailing

The electronic file of your presentation should be saved on a disk (CD-ROM preferred). In addition, a black-and-white paper copy of your presentation should be included with the disk. Label the disk with your name, title of presentation, session and paper number, as well as your telephone number(s) and e-mail address at which you can be reached between the time of mailing and the Conference. The file should be sent to the following address:

Laura Fujino
ISSCC
c/o Business Center
San Francisco Marriott Hotel
55 Fourth Street
San Francisco, California,
94103
USA (415-896-1600)

The deadline for receipt of the disc is February 6, 2004. If there is any possibility that your disk will be late, please contact Laura at 416-418-3034, or starting February 7th at the Marriott at 415-896-1600.

Speaker's Rehearsal

Speaker's Rehearsal is scheduled at the Marriott for the afternoon and evening of Saturday, February 14, 2004. **It is especially important that all speakers attend.** In January, you will receive a schedule in the mail with the time and room of your session rehearsal. Your presentation will already be loaded on the PC attached to the digital projector, before the start of the rehearsal. A reservation form for speaker rehearsal will follow by email, in December.

ISSCC 2004: DELIVERABLES

SEND TO ISSCC WEBSITE; TO BE RECEIVED BY DECEMBER 28, 2003:

- IEEE International Solid-State Circuits Conference Registration Form. To register online, go to the ISSCC website (www.isscc.org/isscc).

SEND TO SAN FRANCISCO MARRIOTT; TO BE RECEIVED BY JANUARY 20, 2004:

- Hotel Reservation Form.
To register online, go to the ISSCC website (www.isscc.org/isscc), and click on the Hotel Reservation link to the San Francisco Marriott Hotel.

SEND TO LAURA FUJINO; TO BE RECEIVED BY FEBRUARY 6, 2004:

- Electronic form of your presentation prepared in a PC version of Powerpoint or Freelance on a disk (CD-ROM preferred), labelled with your name, paper number, and telephone number(s) and e-mail address for contact prior to the Conference.
- A paper copy of the presentation must be enclosed with the disk
- Mailing address for disk and paper copy:

Laura Fujino
ISSCC
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San Francisco Marriott Hotel
55 Fourth Street
San Francisco, California
94103, USA (415-896-1600)

ISSCC 2004: SPEAKER REGISTRATION

UPON ARRIVAL AT THE SAN FRANCISCO MARRIOTT HOTEL:

- Come to see Laura in the **Golden Gate Hall, B2 level (as you descent from the Lobby, to the right of the escalator)** to receive your registration material.
- You will also receive a CD-ROM of your presentation for practice, etc.