

RPUG

Instructions for Speakers

Rev. 2022-02-08

Introduction

For the consistency of the RPUG presentation, we encourage you to prepare the bio and visual aids in conformity with the instructions given below.

Bio

Please prepare a concise bio (< 150 words) for RPUG session moderators to introduce you. A mugshot is also preferred in the bio to allow moderators to recognize the faces. The file format shall be in MS Word 2010 or above (with a file name extension of docx).

The file naming convention is: “Session no.”-“Lead presenter’s last name”.DOCX
e.g., 2.2-Doe.docx

Visual Aid Files

Versions of Visual Aid Files

Presentation files must be compatible with PowerPoint 2010 or above. (i.e., with a file name extension of pptx). An RPUG PPT template will be provided in 16:9 size ratio. Presenters must use at least the title template for the first slide. PDF versions are unacceptable.

The file naming convention is: “Session no.”-“Lead presenter’s last name”.PPTX
e.g., 2.2-Doe.pptx

Please provide the original media files if your visual aid includes video files instead of embedding them within the PowerPoint presentation. The formats of the video files must be one of the following:

- Windows Media file (*.asf)
- Windows Video file (*.avi)
- Movie file (.mpg and .mpeg)
- Windows Media Video file (*.wmv)

Length of Presentation

The time allocated to your presentation will be according to the final agenda. We suggest a rule of thumb – no more than one slide per minute.

Format of PowerPoint Slides

A PowerPoint template will be provided to prepare slides. However, all speakers should prepare slides consistently and with common sense.

Amount of Information

The information should be presented clearly and understandably.

- Break down the information into manageable chunks;
- Use a minimum of text (six to seven lines maximum per slide);
- Use graphs instead of tables where possible;
- Show only essential content.

If a complex picture/diagram is required, split it into several simple images. The drawings or figure data series should be in thick lines. Please provide the original image files if possible.

Colors and Sizes of Fonts

Try choosing high-contrast colors. Use a font size no smaller than 28-point for lettering (similar to that of the second level text of the master slide). For text other than slide outline, use sans serif typefaces such as Helvetica, Arial, or Universal instead of a serif typeface like Times.

Photos and Images

Please resize photos to about 1,000 pixels x 1,000 pixels before importing them to slides. For other images (e.g., Excel figures or drawings), please copy and “paste special” to slides as “Pictures (Enhanced Metafiles).” If you need any assistance, please let us know.

Avoid Commercial Advertisement, etc.

- Vendor speakers must focus on the “technologies or methods” instead of advertising their products during technical sessions. However, vendors can advertise during the “Vendors’ Introduction” of Session 1 of the RPUG conference.
- The vendors' product names must NOT be included in the presentation titles. The RPUG committee has the authority to modify the presentation titles if necessary. The vendor speakers will have the option to withdraw the presentation if desired.
- Vendor speakers may mention their products only when using them as examples of specific technologies or methods within the scope of the presentation titles.
- If any third party evaluates or compares commercial products, they must be anonymous.

Permission Form

Please fill the [RPUG Permission Form](#) in a separate file to allow RPUG to post PDF versions of your presentation on the RPUG website.

Submission of PPT Files, Bios, and Permission Form

Please compress and submit the final version of your **PowerPoint presentation files** (and associated media files, if any) and a **brief bio** into one zip file.

- If the zip file is **less than 7MB**, use the RPUG Contact webpage (<http://www.rpug.org/contact-us/>).
- If the zip file is **more than 7MB**, use the DropBox or similar to send the download links to GKChang@TheTranstecGroup.com

Please observe the deadline for the above submission on the conference website.

Contacts

If you have any questions, please contact:

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Thank You, Speakers!