# RPUG
# Instructions for Speakers

Rev. 2024-04-22

## Introduction

For the consistency of the RPUG presentation, we encourage you to prepare the bio and visual aids according to the instructions below.

## File Naming Convention

Please follow the the file naming convention is: "Session no."-"Lead presenter's last name."
, e.g.,    **2.2-Doe.docx, 2.2-Doe.pptx**

Find your session number on this webpage:
https://rpug.org/rpug-2024-speakers-bios-and-abstracts/

## 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 ".docx," not ".doc").

The file naming convention is: "Session no."-"Lead presenter's last name." DOCX
, e.g.,    **2.2-Doe.docx**

## Visual Aid Files

### *Versions of PowerPoint Visual Aid Files*

Presentation files must be compatible with the latest PowerPoint with a file name extension of **.pptx** (not **.ppt**). An RPUG PPTX template will be provided in a **16:9 size ratio**. Presenters must use the template at least for the first and last slides. PDF versions are unacceptable for the podium presentation.

The file naming convention is: "Session no."-"Lead presenter's last name" .pptx.
e.g.,    **2.2-Doe.pptx**

### *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 for at least the first and last slides. However, all speakers should prepare slides consistently and with common sense.

## *Amount of Information*

The information should be presented clearly and understandably.
- o Break down the information into manageable chunks.
- o Use a minimum of text (six to seven lines maximum per slide);
- o Use graphs instead of tables where possible.
- o 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 outlines, use sans serif typefaces such as Helvetica, Arial, or Universal instead of a serif typeface like Times.

## *Media Files*

Photos: Please resize photos to about 1,000 pixels x 1,000 pixels before importing them into slides.

Other Images: 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.

Video and Audio Clips: Please embed video and audio clip files within the PowerPoint presentation. The formats of the video files must be one of the following:

- o (preferred) MP4 Video file (*.mp4, *.m4v, *.mov)
- o Windows Media file (*.asf)
- o Windows Video file (*.avi)
- o Movie file (.mpg and .mpeg)
- o Windows Media Video file (*.wmv)

Please find out more info about audio files at the MS website (https://support.microsoft.com/en-us/office/video-and-audio-file-formats-supported-in-powerpoint-d8b12450-26db-4c7b-a5c1-593d3418fb59 ).

# Posters

RPUG will provide easels, boards, and pins. The board size is **36" X 48" (91 cm X 120 mm)** in height and width.

The poster presenters' guidelines (similar to TRB's):
- Prepare the poster on a SINGLE heavy-duty paper or similarly flexible material.
- The poster should be up to  36" X 48" (91 cm X 120 mm) in height and width.

- Keep content SIMPLE. A poster is a visual communication tool, not a manuscript. The viewer should be able to quickly identify the primary concepts of the project without wading through a lot of text or complex formulas. Identify 3 or 4 main points or concepts to communicate.
- Present text in bullets or small chunks broken up by subheadings. Use at least 28–36 point bold sans serif font (e.g., Arial or Helvetica) for headers and 18–24 point font for text.
- Present information in columns. Arrange material in a logical sequence, from left top to bottom right. Three columns are an excellent target for shooting.
- Offer a balanced mix of text and graphics. Too many words will result in people glossing over or simply bypassing your poster. A good rule of thumb is 50% text, 50% graphics, and photos.
- Avoid acronyms and jargon. Simple language is best.
- Avoid dark-colored backgrounds. Use light-colored backgrounds with black or very dark-colored text. Graphics should similarly provide a stark contrast to being readable.
- Use simple graphics. Charts, drawings, and illustrations should be limited to a 2-3 color palette at a resolution of at least 300 dpi. Visuals should be large enough to be comfortably read from 3 feet away.
- Provide author name(s), organization logos, and/or other acknowledgments to give credit to those who have done the work.
- Prepare a brief (up to 5 minutes) oral presentation for delivering to small audiences gathered around the poster.

## Avoid Commercial Advertisements, etc.

- All 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 and during exhibit booth time.
- The vendors' product names must <u>NOT</u> 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.
- Any third party evaluating or comparing commercial products must be anonymous.

## Submission of PPT Files and Bios

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

The, sumbit the zipped file using the following link:

https://tinyurl.com/2024-RPUG-Presentations

## Permission Form

All speakers will receive emails to sign the RPUG Permission Form via DocuSign online to permit RPUG to post PDF versions of their presentations or posters on the RPUG website.

## Please observe the deadline for the above submissions on the conference website.

## Contacts

If you have any questions, please use the Contact webpage:

https://rpug.org/contact-us/

Include "RPUG presentation" in the first line of "Your Message".

Attach a file if needed.

## Thank You, Speakers!