



# 36th RPUG Annual Conference

Embassy Suite Convention Center Hotel in Dallas, TX  
April 28th – May 1st, 2025

## Instructions for Speakers

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## Introduction

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

## Agreement

All RPUG speakers (podium and posters alike) need to respond to the acceptance/notice emails to confirm that they will:

- **Register for the RPUG conference support RPUG.**
- **Physically make your presentation in person at the conference.**
- **Follow the instructions in this document to prepare and submit your presentation file and bio via the said file-upload methods by the said deadline.**
- **Agree that the photos taken during your presentation will be used for RPUG documentation purposes.**
- **Agree to avoid commercial advertisements in your presentation.** Commercialism is strictly prohibited. All presentations are required to be submitted five (5) days prior to the conference and will be reviewed for such content. If the committee believes that any presentation is attempting to sell a product or service, it will be sent back, asking for revisions.
  - 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 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.
  - Any third party evaluating or comparing commercial products must be anonymous.

*Please fill this form ( <https://forms.gle/Yb8yscivvMHMOgFZ8> ) to confirm your responses by Friday, March 7<sup>th</sup>, 2025..*



## Presentation and Bio File Preparation

### ***File Naming Convention***

Please follow the file naming convention as N.N-XXX.FileExtension

Where N.N is "Session number.presentation sequence",

XXX is "Lead presenter's last name."

e.g., **2.2-Doe.docx, 2.2-Doe.pptx**

Find your session number and presentation sequence on this webpage:

(<https://rpug.org/meetings/rpug-2025-conference/rpug-2025-speaker-bios-and-abstracts/> )

### ***Bio Files***

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").

### ***PowerPoint Presentation Files***

#### **Versions of PowerPoint File**

Presentation files must be compatible with the latest PowerPoint with a file name extension of **.pptx** (not **.ppt**).

#### **RPUG PowerPoint Presentation Template**

The **RPUG PowerPoint template** shall be used to prepare slides in a **16:9 size ratio**. Presenters must use the template at least for the first and last slides. All speakers should prepare slides consistently and with common sense. PDF versions are unacceptable for the podium presentation.

#### **Download RPUG PowerPoint template:**

[https://rpug.sspa.us/wp-content/uploads/2025/01/RPUG\\_2025\\_Template.pptx](https://rpug.sspa.us/wp-content/uploads/2025/01/RPUG_2025_Template.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.

#### **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 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:

- (preferred) MP4 Video file (\*.mp4, \*.m4v, \*.mov)
- Windows Media file (\*.asf)
- Windows Video file (\*.avi)
- Movie file (.mpg and .mpeg)
- 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> ). It is recommended to compress your media files before the submission ([https://support.microsoft.com/en-us/office/compress-your-media-files-a45c956a-f4a6-4d47-99ef-b408ac5a9a6b#:~:text=\(This%20feature%20is%20available%20in,or%20PowerPoint%20for%20the%20web.\)&text=Open%20the%20presentation%20that%20contains,section%2C%20select%20Compress%20Media\\*.](https://support.microsoft.com/en-us/office/compress-your-media-files-a45c956a-f4a6-4d47-99ef-b408ac5a9a6b#:~:text=(This%20feature%20is%20available%20in,or%20PowerPoint%20for%20the%20web.)&text=Open%20the%20presentation%20that%20contains,section%2C%20select%20Compress%20Media*.)  ).

## Poster Files

### Size and Format

The poster size should be up to 36" X 48" (91 cm X 120 mm) in height and width.

You may use a PPT slide or other software to set up the correct size for content preparation.

### Poster File Preparation

- 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 to deliver to small audiences gathered around the poster.

### Poster Submission and Printing

- Submit your poster file (in PPT or PDF) along with your bio. See the following for the submission details.
- Print the poster on a SINGLE heavy-duty paper or similarly flexible material and bring the hard copy to RPUG.
- RPUG will provide easels, boards, and pins for the poster sessions.

### Submission of Presentation Files and Bios

Please compress and submit the final version of your **PowerPoint presentation file or poster file** and a **brief bio** into **one compressed zip file**.

- If you have a Google account, submit the zip file using this form (<https://forms.gle/hx6kUqd5GbQFY9qq7>) - maximum file size is 100 MB.
- If you do not have a Google account or your file size is greater than 100 MB, use DropBox, OneDrive, or similar and email the download link of your file to [RPUGCommittee@Gmail.com](mailto:RPUGCommittee@Gmail.com)

Submitting slides for a presentation implies the RPUG Steering Committee has permission to post on its website after the conference. If presenters do not grant permission for RPUG to post their presentations, the presenters shall provide documentation with the submittal of the presentations, not to post the presentation.

### Deadlines of Submissions

- **April 4th, 2025 – Deadline for the early-bird registration (all speakers need to register to support RPUG)**
- **April 4th, 2025 – Deadline for the early-bird hotel reservation at the conference rates**
- **April 23rd, 2025 – Deadline for submission of presentations (including visual aids) & bios**



## Contacts

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

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

Include "**RPUG presentation**" in the first line of "Your Message". Attach a file if needed.