

## IMS2020 VIRTUAL PRESENTATION GUIDELINES AND INSTRUCTIONS

Congratulations on having your paper selected for presentation at IMS2020!

This is the first document out of two *revised* documents related to your IMS2020 Submission. This first document provides guidelines and instructions for preparing and submitting your presentation by **Wednesday, 10 June 2020**. By following these guidelines and instructions, your presentation should provide a rewarding experience for both you and your colleagues.

The second document will be distributed to all authors on **Friday, 12 June 2020** with guidelines and instructions for recording the video to be attached with your presentation. This recording is due on **Wednesday, 8 July 2020**.

Since IMS2020 is now a virtual event planned for August 2020, your presentation will be submitted to IMS2020 in two parts: a) the typical presentation prepared using the approved IMS2020 PowerPoint Template and b) a voice-annotated PowerPoint that will be converted into video for hosting on the IMS2020 Virtual Platform. **These instructions apply to both oral and interactive forum papers.**

For the presentation, you are required to carry out the following steps. Please read the entire document before you begin creating your presentation.

1. Create your presentation using the Oral Presentation PowerPoint template available on the IMS2020 [webpage](#). Please pay special attention when embedding fonts and multi-media content, as described in detail later in this document.
2. Save your presentation using the specified file nomenclature, both as PowerPoint (.pptx) and Portable Document Format (.PDF). Each of these files cannot exceed 4 MB in size!
3. Verify that you have received all the required approvals from your (academic, corporate, and government) institutions and sponsors. Please [click here](#) to review an extremely important WARNING to authors about ITAR and publication clearances. The IEEE, MTT-S, and/or IMS2020 will neither assume nor bear ANY responsibility for materials that you submit without appropriate approvals or clearances, and will make NO attempt to retract, rescind, or redact the submitted materials.
4. Upload your presentation using your unique (personalized) link to the paper management system. Your unique link to the paper management system is emailed to you. Your presentation should be uploaded no later than **Wednesday, 10 June 2020**. Both a PDF and Power Point submission are mandatory.

### A. Presentation Preparation Guidelines:

IMS2020 will provide submitted presentations to IMS attendees as PDF file downloads. Technical paper presentation materials are not formally published or archived and do not need to be IEEE Xplore compliant. Your presentation **MUST** be in electronic format and **MUST** use the IMS2020 Presentation template available on the IMS webpage.

*All technical presentations* at the 2020 virtual IMS, regardless of regular presentation, short presentation

or interactive forum, will now adhere to the same PowerPoint template and instructions. We recommend that presentations are prepared to be roughly 15 minutes long with allowance that regular papers might be 2-3 minutes longer and short presentation formats and IF are a few minutes shorter. Keep your time frame in mind when preparing the length of your PowerPoint slides.

Some helpful hints:

- Embed your fonts! This will greatly reduce the chance of formatting troubles.
- In PowerPoint: go to File > Options > Save. At the bottom you will see a checkbox to embed fonts, make sure it is checked! This only works for True Type and Open Type fonts; Proprietary fonts will not be embedded.
- If you have multi-media, run the Optimize Media Compatibility & Media Size and Performance tools.
- In PowerPoint: go to File > Info. If you have multi-media content in your presentation, these two options will appear. They are very important tools to make sure your videos run smoothly.
- Please save your file using the following naming format:
  - **SessionNumber\_PaperSessionSequenceNum\_AuthorLastName\_AuthorFirstName\_finalslides**
    - e.g. TU1A\_1\_Smith\_John\_finalslides.pdf; and if you choose, TU1A\_1\_Smith\_John\_finalslides.pptx
    - If you have apostrophes, hyphens, or 'okina in your name, please omit those out of the name field at the submission website and in the file name. e.g. enter O'Connor as OConnor.
    - Also, the submission database cannot recognize the Spanish letter 'ñ'. Please substitute the letter 'n' for 'ñ', e.g. Pena instead of Peña.

## **B. Online File Submission Guidelines:**

1. Make sure your presentation file is ready for submission. Verify that you have used the correct template, embedded the fonts and multi-media content, and named the PDF and PowerPoint files as specified in these Presentation Preparation Guidelines.
2. You will receive an email with a personalized link to the paper management database to upload your presentation in advance of the symposium.
3. Submit (i.e., upload) your presentation **no later than Wednesday, 10 June 2020**.

As a reminder, you will receive additional instructions regarding the recording of your voice-annotated PowerPoint presentation (video) by **Friday, 12 June 2020**.

We look forward to seeing your work presented at IMS2020!

Gabriel Rebeiz and James Buckwalter  
IMS2020 TPC Co-Chairs  
[www.ims-ieee.org](http://www.ims-ieee.org)