



# 2019 IEEE Radio Frequency Integrated Circuits Symposium

2-4 June 2019, Boston Convention and Exhibition Center, Boston



## INTERACTIVE FORUM PRESENTATION GUIDELINES AND INSTRUCTIONS

### Overview:

Congratulations on having your paper selected for presentation at the RFIC2019 Interactive Forum Session!

This document will assist you in preparing your Interactive Forum (IF) Presentation so that you can communicate your research, innovations, results, and future work in a manner that is rewarding to the RFIC attendees and to you. Please read the entire document, before you start preparing your presentation.

If applicable, ensure that you have received all the required approvals from your academic, corporate, or government institution and sponsors. **Please click [here](#) to review an extremely important WARNING to authors about ITAR and publication clearances.** The IEEE, MTT-S, RFIC2019 and/or IMS2019 will neither assume nor bear ANY responsibility for materials that you submit, post, or display without appropriate approvals or clearances, and will make NO attempt to retract, rescind, or redact the submitted materials.

### 1. Interactive Forum (IF) Overview:

- The Interactive Forum is in Room 253ABC of the Boston Convention and Exhibition Center (BCEC).
- There is one Interactive Forum (IF) Session during RFIC2019.
  - IF Session RTUIF1, Tuesday 12 June 2019, 13:30 – 15:30

Your paper (and presentation) is one of up to 9 presentations that are scheduled for this specific IF session. Thus, your paper/presentation will be assigned a number between 1 and 9; and will be referred to using the nomenclature “IF Session – Paper #”, e.g., RTUIF1-1

Please make a note of your specific paper/presentation number as it will be useful to locate your station during your specific IF Session. Each station has a 4-ft long counter with a computer and a 65” (diagonal) monitor.

- The IF session will have a Chair and Co-Chair who are available to provide advice and contact for technical assistance. Please arrive at least 15 minutes prior to the start of your IF session and meet your session Chairs. You are required to stay at your station for the entire duration of your IF session.
- RFIC2019 will provide you with a 65” monitor and a laptop computer so that you may present your work using a PDF or PowerPoint presentation to the RFIC attendees. Please follow the instructions for creating your PowerPoint and PDF presentation, using the mandatory RFIC2019 presentation template. **Please upload the first draft version of your presentation no later than Tuesday, 23 April 2019 and the final version by Tuesday, 14 May 2019.**
- You are required to bring to your IF session, a copy of your PDF and/or PowerPoint presentation on a portable medium, e.g., USB Flash Drive or Memory Card (those that do not require any special drivers to be installed on the computer). Additional details are provided in Section 4.
- RFIC2019 intends to provide the IF presentations to the RFIC attendees as PDF file downloads. The downloads will be available starting from a week after to 60 days from the conclusion of the RFIC Microwave Week.





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## 2. Interactive Forum Logistics:

- RFIC2019 will provide the following computer equipment and a 65” monitor. Please ensure that your PDF or PowerPoint presentation is compatible with the provided equipment. A technician will be present in the Interactive Forum area to provide assistance.

### Interactive Forum Computer – Minimum Configuration:

- i7 Quad Core Processor, 4 GB RAM, 1920 x 1080 at 24-bit color depth;
- USB Ports
- Operating System: Media should be PC Formatted;
- PowerPoint 2016 or earlier version;
- Microsoft Windows 7, Microsoft Office 2013, Windows Media Player (Version 10), QuickTime (Latest Version), Flash Player (Latest Version), and Adobe Acrobat Reader (Latest Version).
- Web Browser: Internet Explorer (latest), Firefox 5.1, Plug-Ins: QuickTime 7, Adobe Acrobat 9;
- Unix Users: Bring HTML Files or Adobe Acrobat 9.

## 3. PowerPoint (and PDF) Presentation Preparation and Submission Instructions:

- Prepare a PowerPoint presentation that provides details of your work, using the mandatory RFIC2019 IF PowerPoint Template. Please do NOT modify the logos or banners, and follow the prescribed landscape 16:9 aspect ratio that is suitable for the RFIC2019 monitors.
- Your Interactive Forum (IF) presentation at RFIC2019 will consist of an electronic “poster” on a horizontal 65” monitor, using a computer provided. This single, electronic poster discussing the participant’s research in broad strokes should include a Penta chart, which covers the primary motivations, insights, and results of the project.
- A Penta chart provides a concise summary of a paper/project by displaying principle information needed to understand the project in a clear and easy-to-read manner. A penta chart example is provided within the IF poster template that is available on the conference website. The entire poster should be prepared as a SINGLE slide in landscape 16 x 9 format in PowerPoint or PDF format.
- The Penta chart is divided into five sections:
  - Status Quo: background and motivation, current state-of-the-art. What problem are you trying to solve, or what improvement are you trying to make?
  - New Insights: describe what’s new about your approach. Why should people care?
  - Description: main achievements, concept, how it works, assumptions and weaknesses.
  - Quantitative Impacts: what were your results, and how do these compare with existing technologies/techniques?
  - Proposed Concept Goal: final product of your work. Where is this leading, and what are the next steps?
- Additional helpful hints while preparing your presentations:
  - 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:  
IF\_Session#\_Paper#\_AuthorLastName\_AuthorFirstName\_finalslides  
e.g. RTUIF1\_1\_Smith\_John\_finalslides.pdf; or RTUIF1\_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.
- Secure the necessary approvals from your (academic, corporate, or government) employers and sponsors, including as applicable ITAR and other governmental approvals.
- Prepare a PDF version (not exceeding 4MB) of your PowerPoint presentation for submission by **14 May 2019** deadline.
- Submit (upload) your PDF presentation using the unique personalized link to the paper management system that is emailed to you.
- Transfer your PowerPoint and PDF presentations to a portable medium, e.g., USB Flash Drive or Memory Card (those that do not require any special drivers to be installed on the computer) and bring it with you to RFIC2019. You will need them during the IF session.

#### 4. Activities at RFIC2019

- **Remember your IF Session and Paper number.** You may visit RFIC2019 [Technical Program](#) website and confirm the session code of your paper. Please note that there are separate tabs for each day.
- **On the day of your IF Presentation**, attend the speakers' breakfast served from 07:00 - 08:00 where you will be able to meet with your IF Chairs and other IF presenters.
- **Please check-in at least 15 minutes prior to your session at the IF Check-In Area.** Go to your station in the IF area. A laptop and monitor will be designated with your paper number. Insert your USB flash drive and launch your presentation file(s). If you need assistance, please contact the technician at the IF site. You are responsible for the security of your flash drive and materials.
- **Your presentation must be available for viewing and you must be available for discussion during the entire IF session.** If you wish to step away from your presentation, please inform the IF Chair or helper and return as soon as possible. You are responsible for the security of your possessions. Your presentation is grouped with other presentations on a similar topic, such that interested RFIC attendees may attend your and other presentations in the same IF session. It is also helpful to have hard copies of your Symposium Proceedings paper available for visitors to take with them. Presenters such as yourself often provide their business cards and solicit the cards of their visitors so they may correspond with one another in the future. All materials should be removed promptly at the end of the IF session.



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## 5. QR Codes

If you choose, you may use QR Codes with your presentation material to direct your visitors to your website, institution, or a social media platform where you may share additional details of your work. QR Codes are two-dimensional bar codes ([https://en.wikipedia.org/wiki/QR\\_code](https://en.wikipedia.org/wiki/QR_code)) that can be read by smart phones and other mobile imaging devices. These codes direct the imaging device to a website or display text information. The website, which can be a YouTube or a similar hosted site, can contain the author's written presentation, other additional information, or even a video of the author presenting and/or demonstrating his or her work. There are several free sites that can generate the QR code for you. Please feel free to take advantage of this technology to enhance the information already displayed on your posters.

The RFIC2019 Technical Program Committee appreciates your contribution to RFIC2019 and we look forward to seeing you in Philadelphia this June.

RFIC2019 Interactive Forum Committee

