

IEEE RFID 2011

Oral Paper Presentation Guidelines

1. All speakers need to attend the Speaker Briefing at 8:00 am in Room S331A on the morning of their presentation. During that meeting, the Session Chairs will discuss the session procedures and speakers will have the opportunity to load their presentation slides on the session room laptop.
PLEASE BE SURE TO ATTEND.
2. Each session room will be set with an LCD projector, a laptop, a microphone and a laser pointer.
3. Each session will be 90 minutes in length and 4 papers will be presented. Speakers should allocate about 17 minutes for presentation of the problem, the background, the innovative approach, the new results and the comparative evaluation. An additional 3 to 5 minutes should be available for discussion and Q&A with the attendees.
4. The presenter should prepare a reasonable number of illustrations/slides (PowerPoint, WORD, PDF, etc.) so as not to exceed the 17 minute time. Typically, one (1) illustration is presented in three (3) minutes. Additional illustrations could be prepared to support possible answers to attendees' questions.
5. Each illustration should not be crowded by text and graphics. Too much text should be avoided:
 - a. Illustrations should support the presentation; they should not be simply read by the presenter.
 - b. Graphics help in communications, are more understandable, and point out the basic ideas.
 - c. Use large fonts so they can be read without a major effort; typically 18-20 point fonts should be used.
6. Presentation should be clearly structured.
 - a. Begin with a title page.
 - b. The index of the presentation should outline the presentation.
 - c. The basic problem should be clearly stated, as well as the application area.
 - d. Background and previous work should be summarized to provide a perspective for the results presented in the paper.
 - e. The innovative approach should be clearly stated.
 - f. The application of the approach to the application problem should be described, by pointing out the main features and characteristics, the problems and the solutions.
 - g. The results should be clearly outlined and evaluated.
 - h. Appropriate comparison with previous results should be presented.
 - i. Conclusions should summarize the work performed and point out the main innovation and results.
 - j. Future work and developments could also be sketched