

2006 RFIC Symposium

San Francisco, June 11 – 13, 2006

Preliminary Guidelines for an Interactive Forum Presentation

The Interactive Forum provides an opportunity for the presenter to engage in discussion with small groups of interested viewers. Be prepared to use your time in the Interactive Forum to explain your work and to answer specific questions. Software or hardware demonstrations are welcomed and encouraged. The Interactive Forum papers are organized by topics so that papers on similar topics will be grouped together.

Arrive early for the Interactive Forum so that you have ample time to find your assigned location and arrange your materials on the poster board. The Interactive Forum floor will be open for setup at 12:30pm. Please note that RFIC Interactive Forum will be held together with IMS Interactive Forum on Tuesday. This is what you should expect for the day – although the more flexible you are, the better it will be:

- Your presentation material must be available for viewing and you must be available for discussion during the entire session
- If you wish to step away from the poster board, please return as soon as possible
- You should remove your material promptly at the conclusion of the session

Here are some more detailed guidelines to help you out in your preparation:

1. Poster Space: Plan on using an area that consists of two poster boards, each 2.4m wide x 1.2m tall (8 x 4 ft, see Fig.1). Pushpins will be provided to attach your material onto the poster boards but it may be safe to bring some with you.

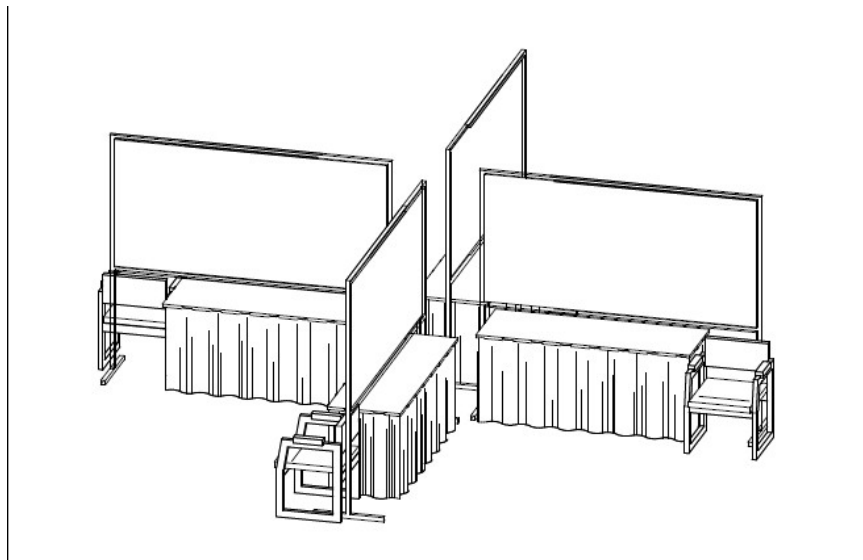


Fig. 1: Expected board set-up

2. Provide an Introduction or Outline and a Summary or Conclusion. Use bullet lists, charts, figures, tables, equations, and photographs as applicable to highlight the important technical content of your paper. Simply posting the pages of the written version of your paper is a poor presentation for the Interactive Forum.
3. The title of your paper should appear in block letters which are 2.5 to 5 cm high (1-2 in, 110-220 point). The remaining text should be at least 1 to 2 cm high (0.4-0.8 in, 44-88 pt) to be easily legible to viewers who may stand as far as 2 meters away. Each graph or chart should be at least 27 x 21 cm (11 x 8.5 in) with text that is also readable from 2 meters away.
4. The use of color graphics, and headline style phrases in bullet charts will help the audience to quickly see the theme and your intended message.
5. It is a good idea to sequentially number your posted material, or use arrows to indicate flow of material. This will indicate to the viewer a logical progression through your presentation.
6. If applicable, the use of demonstration hardware and software, and audio-visual presentations will make your presentation more interesting to a wider audience.
7. It is very helpful to have paper copies of your accepted RFIC paper available for visitors to take with them. Presenters often provide their business cards and solicit the cards of their visitors so they may correspond in the future.
8. If you require additional items (e.g. AC 110V/60Hz) or if you have special needs, let us know right away and we will look into addressing your request. ***All requests must be emailed to the RFIC IF Chairs by Friday, April 28th, 2006 – see our contact information below. Requests received after the April 28 deadline will not be considered.***

As more information becomes available, we will update these guidelines and post them on the RFIC website at www.rfic2006.org; please visit it regularly! For the time being, we appreciate your contribution to the RFIC and we look forward to seeing you at the RFIC Interactive Forum in San Francisco, on Tuesday, June 13th, 2006.

The 2006 RFIC IF Chairs,

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