

2011 IEEE Radio Frequency Integrated Circuits Symposium Baltimore, Maryland 5-7 June, 2011



Guidelines for RFIC2011 Interactive Forum Presentation

Congratulations on having your paper accepted for the RFIC2011 Symposium as an Interactive Forum (IF) presentation. The IF provides an opportunity for the presenter to engage in direct discussions 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.

Here are some guidelines to help your preparation for the IF presentation:

1. **Poster Space:** Plan on using an area that consists of two side-by-side bulletin boards, each 2.4 m wide \times 1.2 m tall (8 \times 4 ft). In front of one board will be a 2 \times 6 ft. table for display items and papers. The photograph below is an approximate layout of the available area for your presentation. Push pins and/or tape will be provided to attach your material onto the bulletin boards. A flip chart and markers will also be provided to facilitate in-depth discussions with your visitors. You will be assigned a specific area for your poster. This information will be sent to you before the conference and your area will also be labeled with your paper code when you arrive to set up.

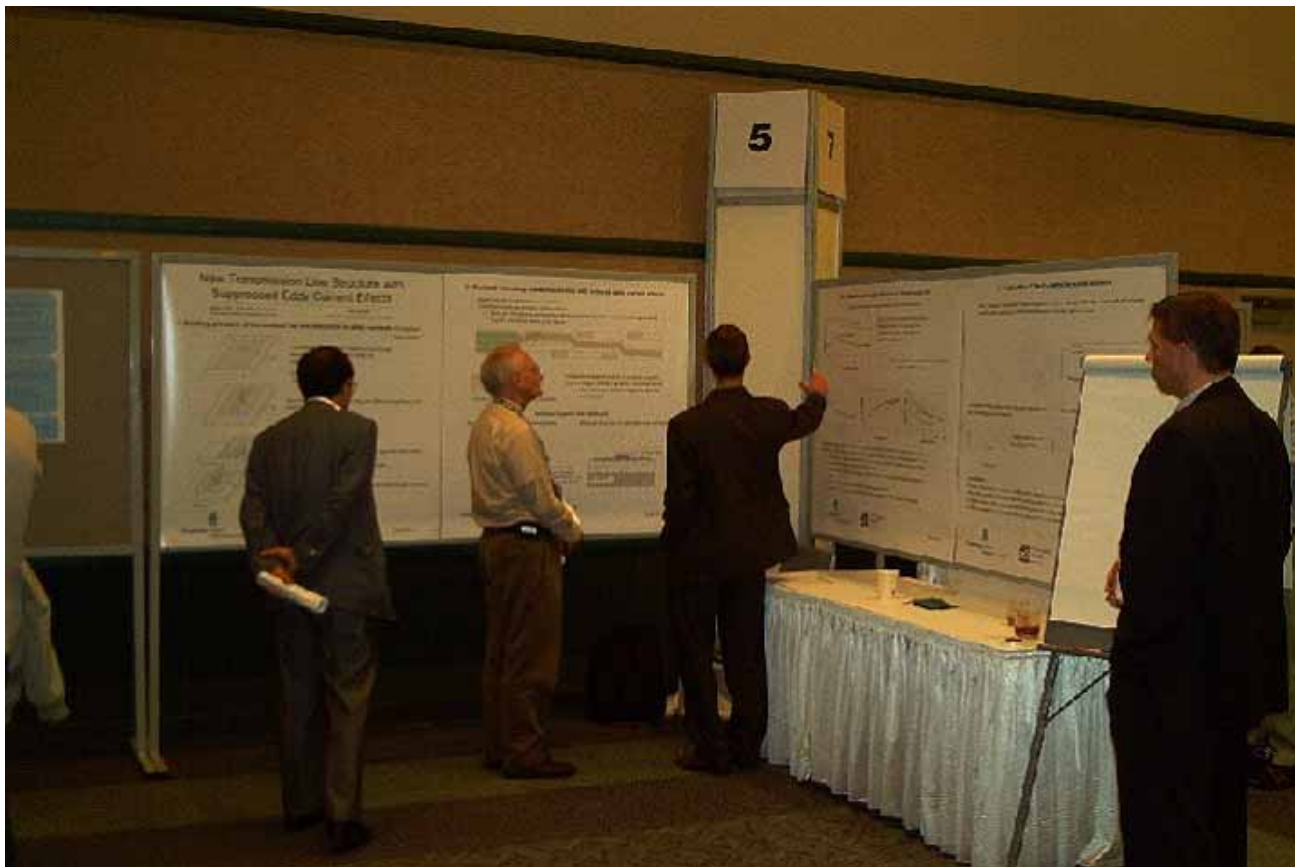


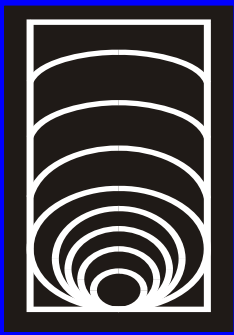
Fig.1. Expected IF Bulletin Board setup.



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2. Use bullet lists, charts, figures, tables, equations, and photographs as applicable to highlight the important technical content of your work. We strongly recommend that you compose your display using one or two large sheets, rather than an assembly of small sheets. The use of color graphics and headline style phrases in bullet charts will allow the audience to quickly see the theme of your presentation and grasp your intended message. It is also 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. Simply posting the pages of the written version of your paper is not allowed.

3. The title of your paper should appear in block letters which are at least 10 cm high (4 in). The remaining text should be at least 5 cm high (2 in) to be easily legible to viewers who are standing as far as 2 meters away. Each graph or chart should be at least 27 × 21 cm (11 × 8.5 in) with text that is also readable from 2 meters away. Provide an Introduction or Outline, and Summary or Conclusion. Remember to keep text short and concise, and highlight the key points and significance of your work (use phrases instead of complete sentences). Additional suggestions on creating effective IF presentations are available online at:

- (a.) <http://www.aapg.org/meetings/instructions/guide.html> from American Association of Petroleum Geologists
- (b.) <http://www.pitt.edu/~etbell/upj-space/PosterGuide.htm> from University of Pittsburgh
- (c.) <http://www.cancerprev.org/Meetings/Guidelines/Posters> from International Society for Preventive Oncology
- (d.) <http://dentistry.ouhsc.edu/scientificday/PosterPreparation.pdf> from University of Oklahoma
- (e.) <http://www.imaps.org/speakers/poster.htm> from International Microelectronics and Packaging Society

4. The use of demonstration hardware and/or software, and audio-visual presentation are highly encouraged, and will make your paper more interesting to a wider viewing audience. Please contact your IF Session Chair to request electrical power connections or if you have any other special requirements.

5. The RFIC2011 IF Session will have slides shown on hallway/lobby monitors promoting IF papers to be presented. For this purpose, please submit two slides to the your IF Session Chairman; one with title, session, author(s), presenter's photograph, and affiliation, and the other showing highlights in a quad-chart format.

6. On the day of your IF Presentation, you are invited to the speakers' breakfast to meet your session chair and other presenters. The speakers breakfast will be in the Ballroom, Level 400 of Baltimore Convention Center. The IF session will be held in **Hall A** of the exhibit area from **12:00 - 14:00 on Tuesday 7 June, 2011**. Please arrive early so that you have ample time to meet your IF Session Chair, find your assigned location, and set up your material on the bulletin boards.

7. Once you have set up your material remain at your station until the session is over. Your presentation material 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 station, please inform your Session Chair and return as soon as possible. Your presentation will be clustered with others having a similar topic.

8. It is helpful to have paper copies of your written submission to the Symposium Digest available for visitors to take with them. All material should be removed promptly at the conclusion of the IF session. A copy of these guidelines is posted on the RFIC2011 website at <http://www.rfic2011.org>. The technical program committee appreciates your contribution to RFIC2011 and look forward to seeing you at the IF in Baltimore!

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