RPUG
Instructions for Speakers

Introduction

For the consistency of the RPUG presentation, we encourage you to prepare the bio and visual aids in conformity with the instructions given below.

Bios

Please prepare a concise bio (< 150 words) for RPUG session moderators to introduce you.

Visual Aids

Versions of Visual Aid Files

Presentation files should be compatible with PowerPoint 2010 or above. (i.e., with a file name extension of pptx).

If your visual aid includes video files, please provide the original media files instead of embedding them within the PowerPoint presentation. The formats of the video files should be one of the following:

- o Windows Media file (*.asf)
- o Windows Video file (*.avi)
- o Movie file (.mpg and .mpeg)
- o Windows Media Video file (*.wmv)

Length of Presentation

The time allocated to your presentation will be according to the final agenda. We suggest a rule of thumb – no more than one slide per minute.

Format of PowerPoint Slides

No PowerPoint template is provided to prepare slides. However, all speakers should prepare slides at a consistent manner and with common sense.

Amount of Information

The information should be presented in a clear and understandable manner.
- o Break down the information into manageable chunks;
- o Use a minimum of text (six to seven lines maximum per slide);
- o Use graphs instead of tables where possible;
- o Show only essential content.

If a complex picture/diagram is required, try to split it into several simple images. The drawings or figure data series should be in thick lines. Please provide the original image files if possible.

Colors and Sizes of Font

Try choosing high contrast colors. Use a font size no smaller than 28-point for lettering (similar to that of the second level text of the master slide). For texts other than slide outline text, use a sans serif typeface such as Helvetica, Arial, or Universal instead of a serif typeface like Times.

Photos and Images

Please resize photos to about 1,000 pixels x 1,000 pixels before importing to slides. For other images (e.g. Excel figures or drawings), please copy and "paste special" to slides as "Pictures (Enhanced Metafiles)". If you need any assistance, please let us know.

Permission Form

Please fill the Permission Form in the Appendix to allow RPUG to post PDF versions of your presentation on the RPUG website.

You can elect to use a slightly different PPT for the posting if any sensitive information need to be removed.

Submission of PPT Files, Bios, and Permission Form

Please compress and submit the final version of your **PowerPoint slide files** (and associated media files, if any) and **a brief bio** into one zip file using use the RPUG Contact webpage (http://www.rpug.org/contact-us/) by the said deadline on the conference webpage.

Contacts

If you have any questions, please contact:

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Appendix A

PERMISSION FORM

Posting PDF Version of Presentation on the RPUG Website

On behalf of all co-presenter(s), I , _____, hereby agree that my/our presentation entitled

_____

_____

submitted to the 2016 RPUG conference, can be posted in the PDF form on the RPUG website.

Name: _____

Affiliation: _____

Email: _____

Signature: ....

Date: ....