

**IEEE Standards Association (IEEE SA)
Ethernet & IP @ Automotive Technology Day**

Updated 25 January 2024

Note: Subject to change without notice

General Session Presentation Guidelines

- A. Presentation slides must be in English and should be technically informative in nature. Avoid commercial presentations or sales pitches. Ensure that the amount of content represented on the slides is adequate given the duration of the presentation slot (30 minutes, including 5 minutes Q&A, **maximum 25 slides (20 is ideal)**).
- B. Set PowerPoint Slide Size to Widescreen (16:9)
- C. Font Size Requirements
 - a. Headers / Titles – 36pt or greater
 - b. Body Text – 28pt or greater (24pt will be considered on a slide-by-slide basis if justification is provided)
 - c. Ensure diagram, screenshot, and picture font size does not go below 28pt
- D. Use visuals: Include images, graphs, and charts to help convey your message and keep the audience engaged.
- E. Limit text: Use bullet points or short sentences to convey key points and avoid long paragraphs. Aim to have no more than 6 main points per slide.
- F. Expand acronyms that are not widely known or have more than one interpretation the first time they are introduced to the audience.
- G. Set spell check language to English and complete spell check before submission.
- H. Oral presentation to be given in English. Presenters must be fluent enough in English to understand questions from the audience and respond in English.
- I. Do not draw comparisons between competitive approaches and/or products. Presentations should discuss the technical issues of the subject matter without attempting to deprecate alternative technologies or approaches.
- J. Do not discuss specific commercial issues, such as pricing, licensing, patents, and/or royalty arrangements.
- K. Corporate logos and company identification on presentations are permitted but should be subtle.
- L. By submitting material to the 2024 IEEE SA Ethernet & IP @ Automotive Technology Day, you grant permission for IEEE to use and distribute the material in connection with the event and affirm that you are authorized to grant this permission. **The final presentations will be posted on our event website, <https://standards.ieee.org/events/automotive/>, after the event for unrestricted distribution.** The final presentation shall only contain material that can be distributed in this manner.
- M. Posted presentations will consist of the slides presented at the conference. Submission of additional material or presentation slides for posting or handout to attendees is not permitted.
- N. Do not include confidential material in your presentation.
- O. Speakers/entities retain the copyright of the material in their presentations.

- P. Focus on your delivery by telling the story and actively engaging with the audience; avoid reading text from the slides.”
- Q. Develop stage presence: Don’t sway from side to side or shift weight from one leg to the other, this can be distracting. Walking around during the presentation is fine.
- R. Make eye contact.
- S. Rehearse your presentation with other people.

Submission of your presentation

- **Please email the final copy of your presentation by 30 August 2024 to r.saravia@ieee.org or eipatd-requests@ieee.org.** The presentation submission date is a hard deadline. **Late submissions will be replaced.**
- **Submit your presentation in PDF and PowerPoint (PPTX) formats.** The PDF will be provided to the attendees. The PowerPoint for the actual presentation will not be distributed.
- **Videos will be loaded on the AV company’s laptop before the conference.** If your presentation includes embedded video or multi-media, send the original files along with your presentation, or put the files in a location where they can be downloaded. If your presentation includes a live video, submit the URL to the video along with your presentation.
- **Presentations will be reviewed to ensure compliance with the presentation guidelines.** A presentation not in compliance with the guidelines may be returned to its author(s) for revision. Non-complying presentations which are not revised and resubmitted in time for reconsideration may be removed from the program.