



For Student Paper Finalists add badge in the upper left corner of title slide



Oral Presentation Guidelines for IEEE WPTC 2018 Conference

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Edit the slide master to list your session number and paper designation

Technical session #1 – TS1A –

Wireless Power Transfer Conference 2018



XXX.XXXX@XXXX.XXX



Edit the Slide Master to list the main author email

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TRANSITION HEADLINE



Purpose of this presentation

- ✓ This presentation provides the recommended guidelines for preparation of the WPTC2018 Presentations, and is an electronic template.
- ✓ The file you are reading has settings, colors, and fonts that make it easy to read.
- ✓ You may edit this file and replace our slides with your presentation's contents.

Edit the slide master to list your session number and paper designation



Technical session #1 - TS1A -

WPTC 2018

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Typical Presentation Flow



- Title slide
- Outline slide of your talk
- Introduction / Motivation / Problems or Challenges
- Details of the work
- State how your results compare to other reported work
- Conclusion slide
- Backup slides if desired



Style Guidelines



Use short phrases, not long sentences

Use Arial (or similar) sans serif font

-This line uses Arial 24 pt

-This line uses Helvetica 24 pt

-This is Calibri 24 pt

-The rest of the document uses Franklin Gothic Book

28 Point or larger for titles

This font is 16 pt. If you use fonts that are smaller than 18 pt, people in the back of the room cannot read your slide.





Special Fonts or Symbols



- Watch out for:
 - Wingdings
 - MS Line Draw
 - Monotype Sorts
 - Symbol fonts
 - Asian language fonts
- Please embed TrueType fonts



Style Guidelines (Cont'd)

- The targeted time for one slide is 1 to 2 minutes
- Each slide should have a title
- Limit ~ 9 lines of text
- Limit ~ 7 words per line
- Slides sized for “On Screen Show”
- **Slide orientation: Landscape (16:9)**





Contrast



- Choose high contrast font colors
- Use dark lines/text on a light background
- Foreground: Black, Blue, Red
- Background: White
- Caution: yellow, grey, or cyan lettering and lines are unreadable when projected



Display speed



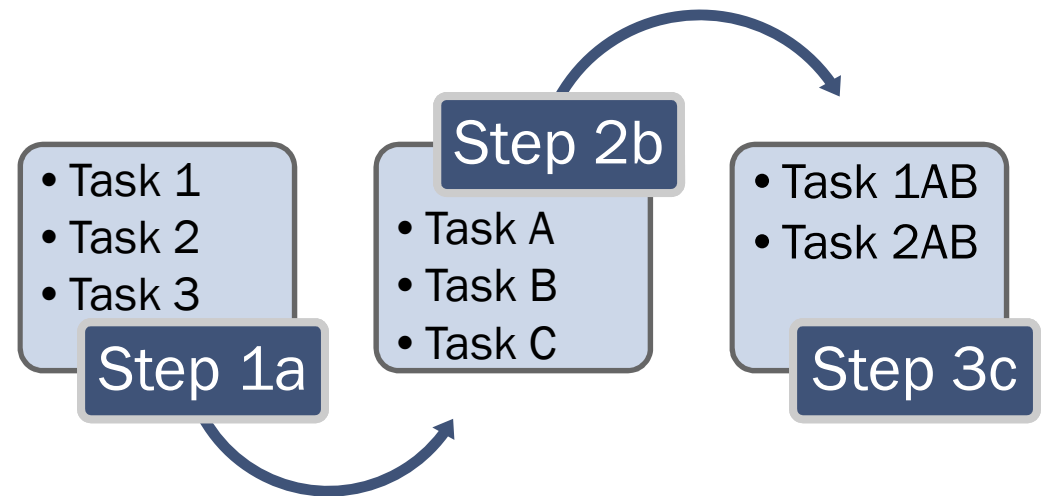
- Slides should display without delay
- Do not distract the audience with any transition effects
- Avoid the use of slow graphics, fonts, and special effects
- Do not use sound effects



Content Layout



- Keep diagrams
 - Simple
 - Easy to view
- Make all texts readable by using large fonts
- Use all the available space
- Do not use borders





Graphs

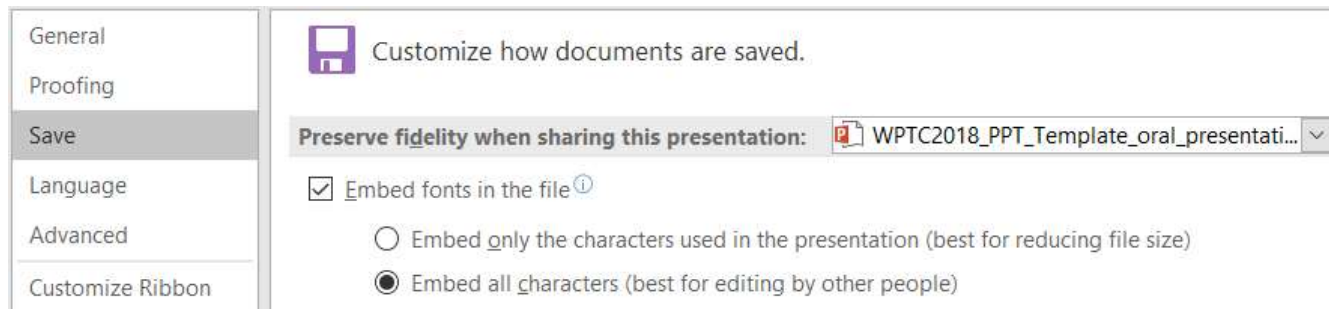


- Use graphs and avoid tables if possible
- Keep graphs simple
- Eliminate or subdue distracting grid lines
- Use large font sizes including axes labels
- You do not need to apologize for presenting an “eye chart” if you do not present one.



Embed Fonts

- Embed your fonts! This will greatly reduce the chance of formatting troubles.
- In PowerPoint: go to **File > Options > Save**. At the bottom you will see a checkbox to embed fonts, make sure it is checked! This only works for True Type and Open Type fonts; Proprietary fonts will not be embedded.





Summary



- Keep your slides simple
- Use large fonts for high visibility
- Use high contrast colors
- Save your PPT file with checked embed fonts
- Present the highlights, not the details