Guidelines for IMS2016 Interactive Forum Presentation

The Interactive Forum (IF) session provides an opportunity for the presenter to engage in direct discussions with small groups of interested Symposium attendees on an informal basis. This year the Interactive Forum is retiring the use of Posters for authors' presentations. Instead each author will have a 6 foot long counter with a 42" (diagonal) monitor. All you have to do is bring your USB flash drive (pen drive) with your presentation files saved onto it. A computer and monitor will be provided for you. To catch the attention of attendees passing by, a special format for the presentation is suggested in the file "Instructions for Presentation". This new tool is intended to help the authors display material from the original publication. Feel free to use your creativity to improve the viewers' understanding of your material and attract the most interest; e.g., you can add more written material, add action to the drawings. Please try to anticipate what the attendees will be interested in, and bring additional material that further supports and justifies your conclusions should an attendee desire more detail.

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

1. Identify your location: Access the IMS2016 program website and confirm the session code of your paper in the Interactive Forum Session.

2. Monitor Space: The layout in "Location of Papers" below, shows the locations of the papers in the room. For instance, IF1-2 represents WEIF1-2 if it is on Wednesday morning, and IF2-2 represents THIF2-2 if it is Thursday afternoon. Before the presentation date, please identify the location of your paper. On the day of the presentation, please arrive at least 45 minutes prior to the start time, go to your location and confirm if the computer is available in the desk and check your paper number on the monitor. Insert your USB flash drive, and launch your pdf presentation file(s). You are responsible for the security of your flash drive and materials.

3. Please prepare your presentation in power point as you would do in a normal presentation. Remember to keep text short and concise, and highlight the key points and significance of your work (use phrases instead of complete sentences). Make use of bullet lists, charts, figures, tables, equations, and photographs as applicable to enhance the important technical content of your work. 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. After you finish preparing your power point files, follow the instructions in "Instructions for Presentation" pdf file, which describe how to merge the slides in a proper format for the monitors.

4. On the day of your IF Presentation, you are invited to the speakers' breakfast served from 7:00 - 8:30AM in Room 310. In view of the large number of IF speakers it will not be possible to meet the Chairs at the breakfast as has been done in previous years. Instead, you will meet the Chairs at the IF area (Rooms 301/302) to confirm your presence and to set up your presentation. Please be at the IF area at least forty five (45) minutes before the start of your session.

5. 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 presentation, please inform the IF Chair or helper and return as soon as possible. You are responsible for the security of your possessions. Your presentation will be clustered with other presentations having a similar topic, so an interested viewer is likely to appear at any time during the session. It is also helpful to have paper copies of your written submission to the Symposium Digest available for visitors to take with them. Presenters often provide their business cards and solicit the cards of their visitors so they may correspond with one another in the future. All material should be removed promptly at the conclusion of the IF session.

6. You now have the opportunity to use QR Codes with your presentation material. For those not familiar with QR Codes, these are two-dimensional bar codes that can be read by smart phones and other mobile imaging devices. These codes direct the imaging device to a website or display text information. The website, which can be YouTube or another similar hosted site, can contain the author's written presentation, other additional information, or even a video of the author presenting and/or demonstrating his or her work. There are several free sites that can generate the QR code for you. Please feel free to take advantage of this technology to enhance the information already displayed on your posters.

See: https://en.wikipedia.org/wiki/QR_code

The example QR Code below was a JPG file, generated from the following website and pasted as an image into this document.

 http://www.qr-code-generator.com/

Example QR Code:

Your technical program committee appreciates your contribution to IMS2016 and we look forward to seeing you in San Francisco this May.

Interactive Forum Chairs,

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LOCATION OF PAPERS IN ROOM 301/302

302

IF-7   IF-8   IF-9

IF-6

IF-5

IF-4

IF-3

IF-2

IF-1

ENTRANCE

IF-10

IF-11

IF-12

IF-13

IF-14

IF-15

IF-16

IF-17

IF-18

IF-19

IF-20

IF-21

IF-22

IF-23

IF-32

IF-31

IF-30

IF-29

IF-28

IF-27

301

IF-26   IF-25   IF-24