

## IIRW 2011 AUTHOR INSTRUCTIONS FOR ORAL PRESENTATIONS

Accepted abstracts will receive an acceptance letter with the following instructions:

**YOUR FINAL MANUSCRIPT AND SIGNED IEEE COPYRIGHT FORM ARE DUE AT THE WORKSHOP**

<p>Important links found in this document:</p>	<ul style="list-style-type: none"> <li>• <a href="#">IEEE copyright form</a></li> <li>• <a href="#">Oral presentation viewgraphs example (pdf)</a></li> <li>• <a href="#">Final Report manuscript example (pdf)</a></li> <li>• <a href="#">IRW Final Report Instructions/Template (Word Doc)</a></li> <li>• <a href="#">IRW Viewgraph Template 1 (PowerPoint ppt)</a></li> <li>• <a href="#">IRW Viewgraph Template 2 (PowerPoint ppt)</a></li> <li>• <a href="#">IEEE PDF Specification</a></li> <li>• <a href="#">Special Instructions for PDF submissions</a></li> </ul>
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### SCHEDULE OF EVENTS

IIRW produces two high quality publications:

- **Handout Booklet:** *contains viewgraph presentations, abstracts, and author bios*, must be completed in time to be available to the attendees at the start of the workshop; ***your final viewgraphs are due on 9/16/11***. This requirement is not applied to late papers. Viewgraphs of late papers will not be included in the IIRW Handout Booklet.
- **Final Report:** *contains full manuscripts* from all presentations, in order to ensure timely publication, ***your final manuscript (file & courtesy hard copy) is due at the workshop, 10/16/11***. (If you are unable to provide a final manuscript by this time, your original two-page presentation proposal will be substituted.)

In the following table you will find a short list of critical milestones for preparing your 2011 IIRW Presentation Viewgraphs and Final Manuscript. In order to complete the job, we need your help in adhering to these deadlines.

DATE	MILESTONES	REMARKS
8/18/11	Author notification for oral presentation	Your Mentor will contact you
9/02/11	Draft viewgraphs, abstract & bio of oral presentation to mentor	Your Mentor will respond within one week. (See instruction and examples below)
9/16/11	Final viewgraphs/abstract/bio of oral presentation to Printer	Send to <a href="#">SAR Associates</a>

9/31/11	Provide rough draft of manuscript for oral presentations to mentor	Your Mentor will respond within one week
10/16/11	Submit final manuscript and signed <a href="#">IEEE copyright form</a>	At camp during check-in

The consultants responsible for printing the Handout Booklet and the Final Report are: SAR Associates, Email: [irw@twcny.rr.com](mailto:irw@twcny.rr.com); phone:1-315-339-3971

## **HANDOUT BOOKLET**

(GIVEN TO THE ATTENDEES AT THE WORKSHOP)

### **What we need:**

Your presentation package for the Handout Booklet should include (1) a Title/Abstract/Biography page and (2) your presentation viewgraphs. The Title/Abstract/Bio page should include the presentation title, authors, affiliation and address information, (including mailing address, phone, fax and email), a 200 word maximum abstract, and a one-paragraph biography of the presenting author. Please see "[Visual Example.pdf](#)". Please use this year one of the ppt-templates provided above.

- Electronic files of your viewgraph presentation and title/abstract/bio page should be submitted to your mentor and, after approval, sent to SAR Associates for inclusion in the Handout Booklet by the above defined dates. Please ensure that the paper format is set either to (i) 8.5x11 inch paper or (ii) A4 paper with the margins set to fit an 8.5x11 format. Potential issues with electronic submissions are font and graphics rendering problems that may go undetected without a (hard) copy to proof against. **Please note that the viewgraphs for the handout booklet will be printed in black and white. Accordingly, please refrain from using colored background and be sure to choose a color scheme that will be distinguishable in the black and white format (i.e. use different symbols to delineate different data sets on graphs, do not rely on different colors).** Note that in the handout booklet, the viewgraphs will be reduced to accommodate between 2 to 6 per page. Text and graphics should remain clear when printed in black and white and after reduction. To ensure the printers can detect and resolve such problems an additional PDF version (fonts must be imbedded, see instructions of Distiller for correct settings) of the PPT-file.

### **Viewgraphs guidelines:**

Authors are requested to conform to the following guidelines for their presentation. (These guidelines are intended to provide for suitable projection in the meeting room at the workshop, as well as uniformity and readability after reduction and inclusion in the Workshop Handout Booklet, which will be given to all participants at the start of the Workshop. Please see [Visual Example.pdf](#))

- Use one of the ppt-templates (Template 1 or 2) provided.
- Prepare viewgraphs for electronic presentation (Microsoft PowerPoint 97 (or later) file including all visuals, **maximum number: 20**). Color viewgraphs are acceptable. All viewgraphs should have a landscape (horizontal) orientation.

As presentation backup a complete set of overhead transparencies is advised. You may also bring hard copies of the visuals for poster presentation.

- Choose a simple, bold font, readable on hard copy from a distance of 2 meters (minimum font size **20-pt.** size).
- Do not include Logos or names of your employer or university on **any** of the viewgraphs, **except** for the title viewgraph.
- Please strive for simplicity and clarity in your viewgraphs. Animation is acceptable **but should be used only when necessary**.

### **MANUSCRIPT INSTRUCTUIONS FOR FINAL REPORT**

**The following items must be given to the registration chair at start of workshop:**

- One (1) clean original of your camera ready final manuscript. (See detailed Final Manuscript preparation instructions and WORD template, [IRW Instr FR 2011.doc](#). Please follow these instructions carefully.)
- Electronic media version: MS Word
- Electronic media version: color (optional) pdf file for the CD-ROM and IEEE Xplore. IEEE desires PDF files that are viewable on a broad range of computers and download reasonably quickly regardless of connection speed. Refer to the latest [IEEE PDF Specification](#). PDF files are no longer viewed as compliant or compatible. Instead the PDF files must have all the required characteristics. You can use IEEE PDF eXpress to generate your PDF files. Please refer to the following link for instructions: [Special Instructions for PDF Submissions](#)
- \*\*\*Signed [IEEE copyright form](#) \*\*\*

If you require additional help please contact your mentor first. They can help you ensure that your Final Report conforms to the agreed guidelines. As you see, our schedule for completion of the report is very tight. We are counting on your efforts in helping us meet the deadline. Thank you in advance for your assistance in completing the 2011 IIRW Final Report in a timely manner.

Regards,  
Rolf Geilenkeuser

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