

# **AUTHOR'S KIT**

for the

## **ROCS Workshop**

**Please read this entire kit and make sure you understand all of the requirements. Double check on the submission deadline dates. If you anticipate any difficulties with compliance, contact your Session Chairperson or the Technical Program Chairperson immediately.**

Papers presented at the workshop will be printed as extended abstracts in the Proceedings of the ROCS Workshop, which will be available to registrants at the meeting. Following is a kit to assist you in the preparation of your presentation and extended abstract. The kit consists of:

1. This Itemized Checklist & Reminders.
2. Suggestions for Speakers – Tips For Effective Presentations & Slide Preparation Instructions.
3. Manuscript Preparation Instructions, including format of included presentation slide copies.
4. Copyright Release Form (standard JEDEC issue) It must be received with your manuscript.

When your paper is accepted, your notification will include important dates and identification of your Session Chairperson. As a courtesy, it is expected that you acknowledge receipt of your notification to your Session Chairperson. You should inform the Session Chairperson who the presenter will be, and means to contact the primary author and presenter. You should have a dialogue with your Session Chairperson before the Workshop. Your Session Chairperson can answer questions about the Workshop for you. Plan to meet your Session Chairperson at the Workshop before your session begins.

Please prepare a biography of the paper presenter of your work. The Session Chairperson will use this biography to introduce your paper. Typically, the biographies include a brief description of education and work experience. It is also advisable to describe pronunciation or your name phonetically. If possible, provide a copy of your biography via email to your Session Chairperson, but make sure you bring a copy to the Workshop.

The copyright form is required so that the Workshop digest can be properly cataloged. It is recommended that you get the release form signed as quickly as possible to avoid problems at the last minute.

We must receive your manuscript and a reduced copy of your presentation approximately 4 weeks prior to the Workshop. Please remember that your manuscript should be submitted electronically to Phileasher Tanner [ptanner@jedec.org]. PDF format is preferred. Microsoft Word '97 and PowerPoint '97 are back-up formats. Otherwise your summary and copies of the viewgraphs must be camera-ready; they will be scanned and printed as received. Your manuscript should be mailed to Phileasher Tanner, ROCS Workshop, JEDEC Office, 3103 North 10th Street, Suite 240-S Arlington, VA 22201-2107. Make sure you send it to arrive before the deadline. Please make every reasonable effort to submit your materials electronically, and use mailed papers as a last resort.

Publication in the Technical Digest of the ROCS Workshop in no way precludes later publication elsewhere of a more complete account of your work. We do encourage works in progress, and hope that the Workshop can help you improve your investigations and developments through practice and discussion with your peers.

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### **IMPORTANT NOTICE**

Receipt of your contribution to this workshop constitutes release for open publication and no cancellation of such release is permissible. Obtaining any required Government Clearances is the sole responsibility of the author.

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## ROCS Workshop SUGGESTIONS FOR SPEAKERS: Tips For Effective Presentations

The purpose of this Workshop is to share ideas and stimulate new developments. As a speaker you have the honor of presenting your material to the CS community in support of those goals. With that honor comes the responsibilities of creating clarity and maintaining the interest of the attendees. The quality of your presentation directly affects the interest your audience will have in your material and the overall satisfaction the community will have in the workshop. If you are not an experienced presenter, we suggest you practice your material with a small group that will provide candid feedback to assist you. Use an outline that includes an introduction, details, a conclusion, and a summary. Give your audience a roadmap at the beginning – and then follow the roadmap! The following are specific suggestions.

1. Speak up. Use the microphone effectively. Place the microphone close to your chin. Speak to the mike. Be careful to keep your volume up by pacing your breathing. Speak clearly so that the folks in the back of the room can hear you. Be enthusiastic! Show your excitement about the work you are presenting. Let your audience in on the fun of discovery. Engage your audience. Present your talk as if you were discussing your discovery with your peers at work. Speak to the audience, not the screen. Focus on your friends sitting in front of you.
2. Avoid reading your speech. This has been the single most common complaint. Use an outline with key points to keep you on track. Each point should allow you to speak from memory for one or two minutes without referring to notes. Keep to the outline to avoid running on. Practice makes perfect, and with enough rehearsal, you will be able to memorize your talk, control your timing, and present your ideas clearly and with a personal touch.
3. It is elegant to present a good idea simply! Do not burden your audience with long mathematical developments or complicated ideas. Have a clear introduction, body and conclusion. Summarize the key points in the conclusion. Speak to “why” your work was done and what does it mean for the broadest possible audience.
4. Less is more. Center your speech on the unique developments that you or your group has discovered. Provide enough context to allow the audience to follow your presentation. This leaves more time for interactive questions and answers. Previous audiences have complained that speakers consume the whole time slot, and there has been insufficient time for audience questions on interesting topics. Your moderator will provide guidance on when to terminate the questions. The Workshop includes several breaks for extended discussions.
5. One of the effects of “stage fright” is to cause people to speak faster and to breathe shallower; both interfere with clarity. Generally, speak a little slower, pause between thoughts, breathe deeper. Use inflections to vary the delivery.
6. If English is not your first language, you are to be commended for taking the time and effort to make a presentation under extra pressure. Practice your presentation with a native English speaker and seek advice on pronunciation and timing. Avoid reading your material, with your face down in your notes. Speak slower than in conversation. If a group effort was involved in the paper, select the best English speaker in the group to make the presentation.
7. Solicit questions. When answering, repeat the question, then speak to the key point of the question; don’t make an elaborate “second speech.” Be prepared for several questions – our Workshop is appreciated for the dialogue between presenters and the audience.
8. Visuals are very valuable to your speech, if prepared and presented well. If you want the audience to read your material, the letters have to be quite large. On an overhead, your characters should be at least 1 cm high. Use not more than 8 to 10 lines of copy on any overhead or slide. Slides should be in landscape format. Graph lines should be broad and dark. Use an uncolored or clear background. Color within figures is great, but check the contrast within your graphics in a brightly lit room from as far away as possible – if you question the viewability, make it more readable. Use a pointer to draw the audience to the key elements of your slides. When you do this, be careful you are still speaking to the mike. Notice that it is NOT possible to keep your nose in your notes, reading your speech, while pointing out interesting visuals. Using a lapel mike and working from an outline, you CAN turn to the visuals and involve them effectively.
9. Be creative. Slides are powerful visual aids; make each one count! Illustrations and photos enhance your presentation. Graphs are more audience friendly than tables. Do not present “eye charts.” If you are tempted to say “you probably can’t read this,” then discard the slide and find a better way to present your message.
10. It is quite practical to use your visuals as your outline and to speak around each one. Be careful not to bring up ideas from the NEXT slide as this can get you confused, and you will start duplicating material. Watch your timing and sequence of speaking. In order to allow your viewers to fully absorb the information on your slides, you should concisely demonstrate one basic idea in each slide and plan for about one or two minutes per slide. This means a regular presentation will have 8-15 slides. Practice this several times with your slides. Make sure you place them as high as possible on the screen and don’t stand where you will block the projected image.
11. It is natural to feel nervous about speaking. You should know that the audience wants you to do well and they will support you. Before your speech you may find it helpful to circulate in the room and find out what people are interested in. This will help dispel nervousness and may give you an opportunity to comment on how your work connects with the interests of others there.
12. You are an engineer and you have passion for this work. SHOW SOME OF IT. Your efforts weren’t some cold, isolated event. You worked hard, you stayed up all night sometimes, you made mistakes, and you have a brilliant insight. Share some of those moments; tell about the silly idea that blossomed into the discovery and what took you there. Those special insights aren’t in your paper, so share them now with your colleagues.

**Your session chairperson will be giving you a short introduction. Please ensure that your presentation is 15 minutes or less, and allow 5 minutes for questions. Rehearse your talk out-loud in front of your friends and time it. If it takes too long, reduce the scope or remove some details – don’t just plan on talking faster! Practice your presentation until it flows smoothly and fits easily within the 15 minute time slot. Attendees are paying to see your presentation – make sure they get their money’s worth.**

## ROCS Workshop MANUSCRIPT PREPARATION INSTRUCTIONS

Below are general instructions to guide the preparation of your manuscript. We prefer that you send a PDF document Prepared in Acrobat format. Alternately, you may prepare the camera-ready copy of your manuscript on actual 8.5" x 11" laser printed pages. The Workshop Proceedings will be printed from the copy prepared by each author as provided. Please follow the instructions closely. We prefer to receive your manuscript electronically, but whether it's a PDF, Word, or in printed pages, your manuscript will be reproduced exactly as received.

### General Instructions

- Prepare your manuscript in 8.5" x 11" (letter size) pages with a top margin of 1", a bottom margin of 1" and side margins of 1".
- If possible, use Times Roman Font and Two Columns (each 3.5" wide, separated by 0.5" and 9.5" high), with right and left justified text.
- Recommend point size and vertical spacing (abbreviated as ps/vs) for text:
- Title (centered, all caps) -ps/vs = 16/18
- Author Names (centered, initial caps) -ps/vs = 12/14
- Affiliations (centered, initial caps) -ps/vs = 12/14
- Abstracts, Body of text, Appendices, Acknowledgments & References -ps/vs = 10/12

### Recommended style:

- Primary headings are centered, numbered with Roman numbers (I, II, etc.).
- Secondary headings are flush left, numbered with cap letters (A., B., etc.).
- Tertiary headings are indented, numbered with Arabic numbers followed by a right parenthesis (1),2), etc.).
- The standard paragraph indent is 3/16".
- The heading Appendix, the Title of the Appendix, the heading Acknowledgment, and the heading References are centered.
- Variables are in italics throughout the paper.
- Equations are in italics and are centered with the equation number flush right. Throughout the paper only the equation number is used in the text, enclosed in parenthesis, without Eq., except at the beginning of a sentence where the word Equation is used. Equations can be numbered consecutively, or with a section designation, such as (1.1), (1.2), (2.1), (2.2), etc. Appendix equations are numbered (A.1), (A.2), etc. A second Appendix would use equation numbers (B.1), (B.2), etc.
- Figures should occupy a single column, if possible, and must be pasted or printed in place. The caption is under the figure. All reference to the figure use Fig. Followed by the figure number. Fig. Is also used in the caption. Format for our Digest must be black and white.
- Tables should occupy a single column., if possible, and must be pasted or printed in place. The caption is above the table.
- Photographs (black & white glossy) should occupy a single column, if possible, and must be pasted in place. The caption is under the photograph.

### Include copies of your presentation with your manuscript

- A unique aspect of this Workshop is that copies of the slides (view foils, transparencies, or overheads) are included with the manuscript:
- Please reduce the presentation to four slides per page. We can NOT accommodate slides at one per page – please condense them.
- If you are using Powerpoint, use two slides per page, or if your slides are very clear, six to a page is acceptable.
- Our primary goal is legibility, but it is nice to leave room for the attendees to write notes around your slides too.
- Follow the recommendations in the "suggestions for speakers" section.

### Helpful Hints

- Use Microsoft Word, include all photos, then PDF it. However, watch out for color. The digest is printed in black and white.
- Maintain uniformity throughout copy.
- Cut and paste neatly.
- Simplify all figures and tables. Make sure if you use color, that the graphs don't emerge with black backgrounds.
- Produce for maximum legibility. Please check by printing on your own black and white laser printer – how does it look?
- Type should be clear and crisp.
- Avoid pasting copy on top of an already pasted area to minimize cut marks and shadows.

### Suggestions

- Do not use poor quality photostats, ozalids, blueprints, hectographs, photocopies.
- Maintain a firm, even dark, sharp impression throughout copy.
- Shades of blue, green, and brown do not reproduce effectively. Best to re-format in black and white when you submit electronically.

### Public Release

Receipt of your manuscript by this Workshop, (together with or without the Copyright Form) constitutes release for open publication. No cancellation of such release is permissible. Do not send your manuscript if it is not 100% cleared.

### Submission Deadline

Check the Website, with the Program or Session Chairperson for the deadline. We need time to assemble the digest – don't be late.

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