



MEMS 2021 Conference Oral Presentation Guidelines

1. The session chair will have your paper title, name and affiliation to use for your introduction.
2. You are **REQUIRED** to log-in 15 minutes before the start of the session. The time you must arrive into the Zoom room is listed in this chart. Please refer to the [Technical Program](#) for your assigned session number.

Monday, 25 January		Tuesday, 26 January		Wednesday, 27 January		Thursday, 28 January	
I (a,b,c)	08:50	III (a,b,c)	08:35	V (a,b,c)	08:35	VII (a,b,c)	08:50
II (a,b,c)	11:55	IV (a,b,c)	11:55	VI (a,b,c)	11:55	VIII (a,b,c)	11:55
Friday, 29 January							
IX (a,b,c)	08:35						
X (a,b)	11:55						

*You are REQUIRED to log-in to the session at the time listed above.
Instructions for logging in will be sent prior to the conference.*

3. We ask that you share your screen for your PowerPoint presentation so make sure you save it to your local hard drive, and have it opened before your presentation to save time.
4. Please remember to strictly observe and not exceed your allotted time of:

12 minutes for presentation and 3 minutes for questions
5. With three parallel sessions, it is critical that talks are kept on time. Therefore, your session chair will make sure that your presentation time is STRICTLY observed. Attendees highly value the chance for questions and answers after a presentation, and we ask that you ensure your presentation fits within the allotted time. We provide the following suggestions to help keep your talk on time.
 - a. At the beginning of your scheduled talk time, the session chair will read the title of your talk and introduce you. We discourage you from lengthy repeating of the title or reading the list of authors.
 - b. You should avoid lengthy outline, introduction, acknowledgement and conclusion slides.
6. The audience will be asked to submit questions and comments using the Zoom chat function. In case you foresee having potential problems understanding questions from the audience, please do not hesitate to ask a senior person in your team to assist you in answering questions. The audience will greatly appreciate any such actions from the author team to ensure a good scientific communication.
7. Remember that the policy of IEEE is that if a presenter does not attend the Conference and present the published paper it will not be included on-line in the IEEE Xplore Digital Library.



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PowerPoint Presentation Guidelines

1. In order to maximize the visibility of your presentation, we recommend that you use color carefully to direct the audience's attention to different areas and to highlight specific points.
2. Use a simple, high color contrast design, and avoid adding unnecessary visuals. Too many images and colors can draw attention away from your points. Choose images that have a purposeful messages and are relevant to your presentation. Keep in mind that less is more.
3. We recommend you use a sans-serif typeface (i.e. Arial, Helvetica, Calibri) and that you do NOT use font size smaller than 18 point.
4. Color may be used in schematics, graphs, illustrations and photographs when it adds to the clarity of the presentation.
5. Not all colors are equally visible. Bright red, blue, green and orange are easiest to see. Avoid yellows and light or pastel colors that are not easily seen on a clear background, except possibly as a local background in a boxed area.
6. Use extra-wide line widths for color lines.
7. Be sure to leave a 10% safety margin on all sides of your slides.
8. Placing an institutional logo in the border is acceptable, so long as it doesn't consume valuable screen area.
9. Arial or Helvetica font is strongly preferred. These fonts have an equal line width for all parts of all characters and projects clearly. Furthermore, they are available on Microsoft PowerPoint. The "redeeming" feature of fonts like Arial, Helvetica, etc in this context is that they are sans serif fonts, which are better suited for presentation slides than, e.g., Times ad other fonts with serifs. The recommended font sizes are
 - 36 point for titles
 - 26 point for major bullets
 - 30 point for sub-titles
 - 24 point for indented bullets
10. Keep each slide simple. It is better to use a large font and two slides than to use a small font in order to squeeze your message into one slide!
11. If you would like to add the conference logo to your presentation, it may be found on the author page of the conference website.