



# 28th IEEE Workshop on Signal and Power Integrity

May 12-15, 2024 -- Lisbon, PORTUGAL

## PRESENTATION GUIDELINES

*To ensure your presentation is successful and trouble-free, kindly follow the instructions given below.*

### 1) Keynote and Oral Presentations

#### 1.1) Duration

The Chairpersons will be strict on timing. Speakers must ensure that their presentation, including the period for questions and answers, takes no longer than the time stipulated in the Final Program:

- **KEYNOTE: 30 minutes, followed by 10 minutes for Q&A** (40 minutes total)
- **ORAL: 15 minutes, followed by 5 minutes for Q&A** (20 minutes total)

#### 1.2) In the Lecture Room

A laptop computer, projector and screen, microphone and pointer will be provided **to be used for all presentations in the lecture room**, to ensure consistency in technical quality and allow a quick and smooth transition between speakers. If a speaker objects to using the provided laptop and prefers to use their own, the Staff Team cannot guarantee a quick setup.

#### 1.3) Supported Formats and Presentations Upload

The laptop system supports presentations made with **MS Office** and **Adobe PDF** software, suitable for *PowerPoint* type projection. **Speakers are strongly encouraged to send their presentation file by email to [spi2024@av.it.pt](mailto:spi2024@av.it.pt) at least 24 hours before their presentation.** In alternative, speakers can upload the file directly to the laptop before their Session begins, with the help of the Staff Team that will be present in the lecture room. Although less advisable, speakers can also bring the file in a USB storage device and run it on the laptop.

#### 1.4) Privacy Issues

Unless the authors explicitly authorize public sharing, the presentations and associated files left in the lecture room's laptop after the workshop ends will be deleted and will not be provided to anyone.



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## 2) Poster Presentations

### 2.1) Poster Format

Posters must be in **vertical (portrait) orientation**. The maximum size allowed is **120 cm for height** and **90 cm for width** (A0 size, approximately).

### 2.2) Poster Exhibition

The Poster Session will be held in a hall close to the lecture room. **Presenting authors are expected to attend the Session and stay nearby their Posters**. Poster boards will be marked with a number (listed in the Final Program) and each presenter must ensure that their Poster is placed on the proper numbered board. Posters can be put on display from Monday morning onwards and should be removed before the end of the workshop. **Suitable tape will be provided by the Secretariat and the Staff Team**.

### 2.3) Privacy Issues

Unless the authors explicitly authorize public sharing, posters left on the boards after the workshop ends will be destroyed and will not be provided to anyone.

## 3) Language

The workshop's official language is English.