

1. Paper Presentations at the Symposium

Authors who are presenting talks at the Conference are advised to do two things. First, read the witty and entertaining [article by J. F. White](#) on how to give a good presentation, even if you are an “old pro” at giving talks. This is located on the IMS2008 Author Information web page. Second, use the [Power Point Template](#), also located on the IMS2008 Author Information web page, to prepare your slides. Be sure to bring a copy of your presentation on CD-ROM and another copy on a USB drive as backup. Do not bring transparencies or 35mm slides. Overhead projectors or 35mm slide projectors will not be available. Plan ahead, practice your presentation, and adhere strictly to the time constraints. Note that your talk is scheduled for 25 minutes; you should plan to talk for no more than 20 minutes and allow 5 minutes for questions. As part of the instructions for preparing good slides, save the power point template to your computer, and then open it. Choose **View => Notes Page** to see additional information concerning each slide.

2. Guidelines for Interactive Forum Presentations

The Interactive Forum provides an opportunity for the presenter to engage in direct discussions with small groups of interested viewers. Be prepared to use your time in the Interactive Forum to explain your work and to answer specific questions. Software and/or hardware demonstrations are welcomed and encouraged. If you are assigned to participate in an Interactive Forum, here are some guidelines to guide you in your preparation:

Poster Space:

Plan on using an area that consists of two “push-pin bulletin boards” (poster boards), each 1.2 x 2.4 meters (4 x 8 ft). The poster boards and push-pins will be provided to attach your material onto the poster boards. Provide an Introduction or Outline and a Summary or Conclusion. Use bullet charts, figures, tables, equations, and photographs as applicable to highlight the important technical content of your paper. Simply posting the pages of the written version of your paper is a very poor practice for the Interactive Forum. The title of your poster should appear in block letters at least 10 cm (4 in) high. Try to make the majority of the lettering at least 5 cm (2 in) high, and please be considerate to those viewers who are standing at a distance, by making the majority of the material easily legible from a distance of 2 meters (6 ft). Graphs and charts should be at least 25 x 30 cm (8.5 x 11 in) or larger. The use of color graphics and headline-style phrases in bullet charts, will allow the audience to quickly see the theme of your topic and grasp your intended message. It is a good idea to sequentially number your posted material. This will indicate to the viewer a logical progression through your presentation.

If applicable, the use of demonstration hardware and/or software, and audio-visual presentations will make your presentation more interesting to a wider viewing audience. Your presentation material must be available for viewing and you should be available for discussion during the full time scheduled for the poster displays.

3. Special Symposium Issue

The IEEE Transactions on Microwave Theory and Techniques (T-MTT) will publish a Special Issue devoted to the conference with substantially extended papers based on papers presented at ARFTG. As a guide, papers submitted for publication in the special issue must have 60% new information as compared to

that in the paper published in the ARFTG Digest. In the journal submission, the ARFTG Digest paper must be referenced and should be put in context and there should be a minimum amount of repeated material. The papers must be submitted electronically. You must not submit your paper or the same results to another conference or journal while your paper is under consideration. Manuscripts submitted to the Special Issue will be subject to the same reviewing criteria as regular papers submitted to T-MTT. See author information at http://www.mtt.org/publications/Transactions/for_authors_transactions.htm and a check list to be completed and included in your email. Screen captures of instrument results are not acceptable figures.