



# IEEE MTT-S INTERNATIONAL MICROWAVE SYMPOSIUM

*Microwaves Across the Pacific*

June 3–8, 2007  
Honolulu, Hawaii  
[www.ims2007.org](http://www.ims2007.org)



## Guidelines for Interactive Forum Presentation

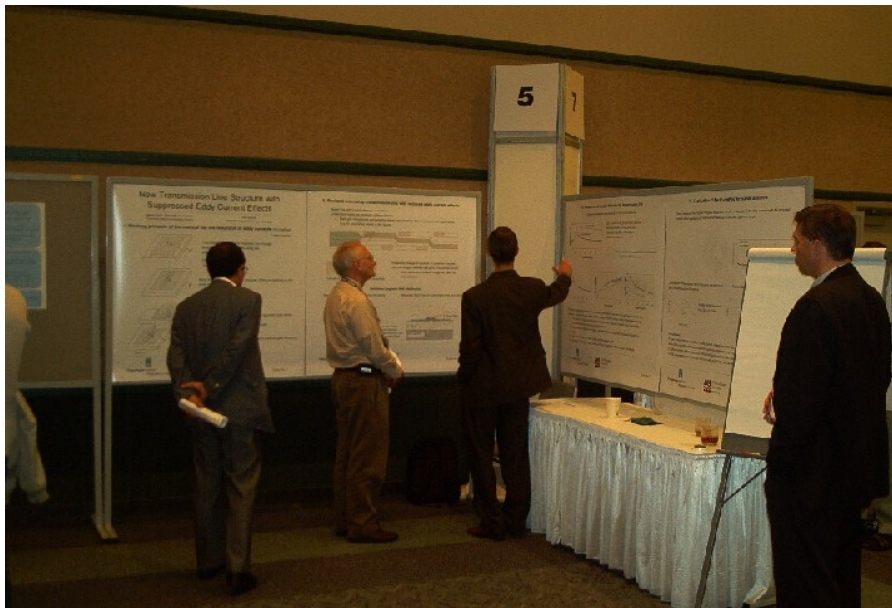
Congratulations on having your paper accepted for the 2007 International Microwave Symposium as an Interactive Forum presentation. The IMS Interactive Forum will be held in four two-hour sessions. A total of 142 papers will be presented on Wednesday and Thursday. The IMS Student Paper Competition will be held Tuesday afternoon (session SPC in the table below). Box lunches will be provided in Ballroom A for all presenters between 12:00-13:00 on the day of their presentation.

Session	Time	Set-Up Time	Tear-Down Time	# of Papers
<b>SPC</b>	Tu. 14:00-16:00	12:30-14:00	16:00-16:30	24
<b>WEP1</b>	We. 09:30-11:30	08:00-09:30	11:30-12:00	35
<b>WEP2</b>	We. 14:00-16:00	12:30-14:00	16:00-16:30	31
<b>THP1</b>	Th. 09:30-11:30	08:00-09:30	11:30-12:00	46
<b>THP2</b>	Th. 14:00-16:00	12:30-14:00	16:00-16:30	30

The Interactive Forum provides an opportunity for the presenter to engage in discussion 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 or hardware demonstrations are welcomed and encouraged. The Interactive Forum papers are organized by topics so that papers on similar topics will be grouped together.

Here are some guidelines to help you in your preparation:

1. **Poster Space:** Plan on using an area that consists of two poster boards, each 2.4m wide x 1.2m tall (8 x 4 ft). In front of one of the boards will be a 2 x 6 ft. table for display items and papers. Please see photograph below for an approximate layout of the available area for your presentation. Pushpins will be provided to attach your material onto the poster boards. You will be assigned a specific area for your poster. This information will be sent to you before the conference and your area will also be labeled with your paper code when you arrive to set up.



2. Provide an Introduction or Outline and a Summary or Conclusion. Use bullet lists, 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 poor presentation for the Interactive Forum.
3. The title of your paper should appear in block letters which are 2.5 to 5 cm high (1-2 in, 110-220 point). The remaining text should be at least 1 to 2 cm high (0.4-0.8 in, 44-88 pt) to be easily legible to viewers who may stand as far as 2 meters away. Each graph or chart should be at least 27 x 21 cm (11 x 8.5 in) with text that is also readable from 2 meters away.
4. The use of color graphics and headline style phrases in bullet charts will help the audience to quickly see the theme and your intended message.
5. It is a good idea to sequentially number your posted material, or use arrows to indicate flow of material. This will indicate to the viewer a logical progression through your presentation.
6. If applicable, the use of demonstration hardware and software, and audio-visual presentations will make your presentation more interesting to a wider audience. Please e-mail the IF chair or co-chair (address below) by May 1, 2007 to request electrical power or if you have any other special requirements.
7. Arrive early for the Interactive Forum so that you have ample time to meet the Session Chairperson, find your assigned location and arrange your materials on the poster board. The Interactive Forum floor will be open for setup 1.5 hours before your session starts. Your presentation material must be available for viewing and you must be available for discussion during the entire session. If you wish to step away from the poster board, please return as soon as possible. Your presentation will be clustered with other presentations having a similar topic, so an interested viewer is likely to appear at any time. The material should be removed promptly at the conclusion of the session.
8. It is very helpful to have paper copies of your written submission to the Symposium Digest available for visitors to take with them. Presenters often provide their business cards and solicit the cards of their visitors so they may correspond in the future.

For further information, contact us at the addresses and numbers provided below. Also, visit: <http://www.ims2007.org> for the latest information.

Interactive Forum Chair

Eric Bryerton

National Radio Astronomy Observatory

1180 Boxwood Estate Road

Charlottesville, VA 22901

TEL: (434) 296-0336 FAX: (434) 296-0324

EMAIL: [bryerton@ieee.org](mailto:bryerton@ieee.org)

Interactive Forum Vice-Chair

Bela Szendrenyi

Verigy Inc.

Mail Stop:3LS-V

1400 Fountaingrove Parkway

Santa Rosa, CA 95409

TEL: (707)577-4491

EMAIL: [bela.szendrenyi@verigy.com](mailto:bela.szendrenyi@verigy.com)