

BARC 2006 Final Abstract and Slides Preparation

1. Introduction

In this document we describe the final abstract and slides requirements for both the BARC 2006 online and proceedings formats. Little has changed for the abstract requirements from the original email. We're repeating everything again here for completeness, as well as mentioning some more specifics. Also, the slides requirements have changed a bit.

Unless noted otherwise, the presentation, online and proceedings versions of the final slides should have the same content.

All PDF files should be readable by Adobe Reader V. 5 and later.

The final versions of your abstract and presentation slides are due Wed. January 25, 2006; that is a HARD deadline. Both the final abstracts and slides will be published in the proceedings and put online on the BARC 2006 website. The Abstract must be ≤ 2 pages, the slides ≤ 4 pages (16 slides). You may not reduce one limit to increase the other.

2. Abstract File

The revised abstract should incorporate the changes desired by the reviewers, whenever practicable. The final abstract should approximate the IEEE standard two-column conference paper format; see:

<ftp://pubftp.computer.org/press/outgoing/proceedings/8.5x11%20-%20Formatting%20files/>

The only hard requirements on the abstract are:

1. One-inch margins on all sides.
2. Two-column format.
3. ≥ 10 point font for main text.
4. No headers or footers.
5. No page numbers.
6. An exception from the norm: you may (but don't have to) fit the title information (e.g., title, authors, affiliations, etc.) into the left-hand column of the two-column part of the abstract. That is, there is no one-column wide section at the start of the paper; the two-column format starts immediately.
7. A warning: the same abstract PDF file will be used for both the proceedings and the online versions. Since the proceedings will be printed in grayscale you MUST make sure that the meaning, intent and legibility of your abstract will be maintained when it is NOT printed in color.
8. Send us the abstract in PDF format at 100% size (don't shrink the original). Make sure that the margins are maintained in the PDF output.
9. Length: ≤ 2 pages.
10. Even if you decide to retain a short text-only abstract, please put it in the conference paper format (approximately), and convert it to PDF before sending it to us.
11. As just alluded to, you need not lengthen your abstracts. However, bear in mind that this is a great opportunity to educate the world about your ideas. You are also presenting a sample of your work to the world. (Of course, if you're already at two pages, you can't lengthen the abstract.)

3. Slides

We will need three different versions of your slides, typically generated from the same PowerPoint source file. The different versions are one each for the presentation, online, and proceedings versions of your talk. The different final versions have the following characteristics:

1. Presentation version: sent the way you will present your talk at the Workshop, including any subsidiary files, etc. (please embed the fonts). The main part will normally be a **PowerPoint file** compatible with PowerPoint 2003 (this is typically true from Office 97 on). No Apple versions, please. All of the speaker's talks will be pre-loaded on a common PC laptop so as to reduce the transition time between speakers (there are only 15 minutes per talk).
2. Online version: one slide per page, landscape. No transitions or animations. (Both of these are normally automatically removed when the PDF file is generated.) No audio or video clips. **PDF file**. NOTE: you may send us a URL to another version of your talk that includes all of the dynamic stuff; this version must reside on a different site from the BARC 2006 site; we will include a link to the other version in the online information on the BARC 2006 site.
3. Proceedings version: The (landscape) slides will be printed four-per-page on a physically landscape-oriented page. No physical page headers, footers, or page numbering (leave the slides themselves numbered). As in the online version, no transitions, animations or clips are allowed. **PDF file**. An example PowerPoint file and PDF outputs is included with this document. (The following method may not work with Acrobat V. 5 and earlier.) A synopsis of the steps you need to follow with Adobe Acrobat V. 6 and later are as follows:
 - a. Finish the talk.
 - b. In Page Setup, Orientation: set both slides and handouts to 'landscape'.
 - c. In Print....: set the printer to 'Adobe PDF' or the equivalent. Do not set 'print to file'.
 - d. In Printer Properties, Adobe PDF, disable "Do not send fonts to Adobe PDF".
 - e. Print what: 'Handouts'.
 - f. Color/grayscale: 'Color'.
 - g. Slides per page: '4'.
 - h. Order: 'Horizontal'.
 - i. Scale to fit paper: enabled (check mark present).
 - j. Frame slides: enabled.
 - k. (Default values should be fine for other settings.)
 - l. Print the talk, entering appropriate responses as necessary. The PDF file is the output.

Specific requirements for your slides:

1. \geq one-inch margins all around (standard PowerPoint format).
2. DO number all slides, in the lower-right hand corner and in the format: <slide number> of <total number of slides in the talk> . Example: "4 of 12". This is most easily done via the use of the slide master in PowerPoint. (This helps us make sure we've got all of your slides, and makes it easier for the reader to navigate the proceedings.) The title page need not have its number ("1 of n") appear on the slide; your call.
3. Legibility and grayscale: see item 7 in the prior Section (Abstract).

4. Ensure that all of the slides are legible with their meaning retained when shrunk to the four-per-landscape-page size.
5. NO expanded talks will be printed in the proceedings. Any desired appendices or extra material should be included with the offsite version of your talk.
6. ≤ 16 slides for your talk (that is, ≤ 4 physical pages). This includes title and end slides, if present. If this doesn't seem like much, remember that you only have 13 minutes for the actual talk (plus 2 minutes for questions). In general, you're in trouble if you have more than 1 slide per minute in your talk.

4. Summary

This is what you have to send us:

1. Abstract file in PDF format. (Label this file: abstract-<first author's last name and initials>.pdf)
2. For your actual talk: slides file in PowerPoint format, with all external files and clips, etc. Please embed any necessary special fonts. (Put all of the files into a *.zip file; label the file: talk-actual-<first author's last name and initials>).
3. For the online version of your talk: one slide per page PDF version of actual talk without any transitions, animations, or external files or internal or external clips. (Label this file: online-talk-one-up-<first author's last name and initials>.pdf)
4. For the proceedings (both online and offline) four slides per page landscape/landscape PDF version of actual talk without any transitions, animations, or external files or internal or external clips. (Label this file: proceedings-talk-four-up-<first author's last name and initials>.pdf)

Send all of the above to Gus Uht: uht@ele.uri.edu Put: "BARC 2006 final copy" in the subject line.

Please contact Gus Uht if you desire any exceptions from the requirements stated herein.

Also, please contact Gus Uht if you desire to use your own laptop, want to do a live demo, etc. We will attempt to accommodate all reasonable requests.