



Your logos here (optional)



Title of the Presentation - LAMC 2023

Presentation Guidelines

Author Name 1, Author Name 2, ... (please underline the name of the presenting author)

Affiliation line 1
Affiliation line 2
Affiliation line 3, etc.

presented at

2023 IEEE MTT-S Latin America Microwave Conference (LAMC 2023)
San Jose, Costa Rica, December 6-8, 2023

Outline



- Introduction
- First topic covered
- Second topic covered
- Etc.
- Conclusions

Introduction



- This presentation provides a suggested ppt template for oral presentations during LAMC 2023
- Authors may use their own template, as long as they follow a reasonable format to make their presentations clear and effective
- Please use a sufficiently large font-size; here we use 26 pt Times Roman
- Other acceptable font types are Arial and Calibri, with font sizes from 24 to 28 pt.
- Make sure all figures are easy to read

Typical Presentation Flow



- Cover slide with Title, Affiliations, etc.
- Outline slide of your talk
- Introduction / Motivation / Problem or Challenge
- Details of work
- State how your results compare to other reported work
- Conclusion slide
- Backup slides if desired

Some Recommendations about Preparation



- Anticipate questions and be prepared to answer them
- Plan the presentation, make rehearsals, but do not memorize it (should be planned yet conversational)
- Do not show too much information on a single slide (use more slides if necessary)
- If color is necessary, choose high contrast font color (use dark lines/text on a light background)
- Make sure your speech is given within the allowed time (use a timer during your rehearsals)
- Upload your presentation well ahead the start of your talk

Some Recommendations about Delivery



- Keep frequent eye contact with the audience
- Do not read notes during your presentation
- Moderate your speech rate
- Use moderate gestures to reinforced the verbal message
- Do not use sound effects
- Limit your presentation to the previously allocated time

Conclusions



- Here you make the closing remarks
- Your conclusions should summarize your talk and pull together the main points covered
- This ending should also reinforce the central idea of your presentation

Backup Slides

Backup Slides



- After your final slides, it is recommended to prepare some additional slides with figures, references, formulations, etc., to facilitate your answers to potential questions from the audience
- If a question related to some of your backup slides is raised, then show the corresponding slide and answer the question