# PRESENTER GUIDELINES

**Presentation Information (Talks and Posters)**

- As you prepare your presentation materials, it is important to confirm that you have the appropriate permission(s) to use all information and images, including photos, in your presentation.  Presentations will be posted on the WSTS website.  Any "proprietary" or "company confidential" markings must be removed.

- WSTS is a technical conference, and presenters are asked to refrain from including any slides or material that can be considered a marketing message.  The chair will ask the presenter to delete such messaging.

- Presentations should focus on problems, solutions, and technologies, not touting specific company products. All presentations must be free of product marketing language. The best way for your company to present itself as a thought leader is to deliver a technically strong and interesting paper demonstrating your company's solid technical grounding in addressing an issue of relevance. Presentations should address solutions at a generic level rather than focusing on your company's specific product.

- The conclusion can, however, identify a specific solution. While "About Us" corporate overview slides are not allowed, one or two mentions of a specific solution per paper or poster are acceptable. This is especially effective in the closing slide after a problem has been addressed thoroughly. An acceptable final slide may include your company logo and tagline, products without giving model numbers, names, or pricing, a URL for more information, and appropriate contact information. Examples of questionable content include a list of products or model numbers, product pricing information, or images with clearly visible product names and logos.

- Your beginning information should include:
    - The title of the presentation
    - Presenter's full name, with any titles and any contact information you want to share.
    - Presenter's company name

- Please submit a near-final version of your presentation by **April 9, 2024**.

- Submit your final presentation no later than **April 29**.

**Talk Information**

- Each talk is allocated 15 minutes.

- There will be two short Q&A periods where the audience can ask questions.  Please be prepared to answer questions related to your presentation.

- If your company's logo is used on your slides, it must be placed in the lower left corner of the slide. A logo may NOT cover the entire slide and may NOT be screened (faded) behind the words or images on your slides.

- Please submit your slides in a 16:9 format. Please do not use a 4:3 format.


**Poster Information**

- If your company's logo is used on your poster, it must be placed in the lower left corner of the poster. A logo may NOT be in the title and may NOT be screened (faded) behind the words or images on your poster.

- Posters provide an opportunity for presenters to interact more fully with interested parties than WSTS talks, where Q&A will be much more limited.  In addition, the posters can be put up on Monday evening and stay up for the full three days of the Workshop.  If some speakers drop out, it is also possible that some agreeing to present a poster might be asked to give a talk instead.

- The maximum size for each poster is 36" wide x 46" high.

- Posters should NOT be mounted on poster board but rather printed on heavy-weight paper that can still be attached to a cork-style bulletin board with push pins (provided). Laminated posters are acceptable.

- WSTS will not have the ability to print posters on-site, so please bring your pre-printed materials.


***Thank you for complying with these guidelines to help WSTS retain its reputation as the premier timing and synchronization event.***