

SPEAKER INFORMATION GUIDE

REQUIREMENTS FOR PRESENTING YOUR TALK AT CICC 2009

Pre-Conference Publicity

As stated in the Author Kit, accepted papers and supporting information will be used for publicity purposes and portions of these papers may be quoted in pre-conference magazine articles. Authors who found this policy unacceptable were instructed to indicate this in a fax letter when submitting papers for review.

Author Question Time is Scheduled After Each Session

Authors are asked to return to their session room at the end of the session to be available to answer questions. This additional forum provides an opportunity for relaxed discussions with your colleagues outside the strict time constraints of the regular sessions.

Registration Information

CICC policy requires that all authors and speakers attending the conference must register and pay the registration fee. Registration will be available online in mid-July.

Audio/Visual Needs

CICC requires the use of electronic projection for all technical papers. The projection medium is either PowerPoint (XP will be on the Session computers) or PDF (Adobe Acrobat 7.0 will be on the Session computers). NO 35mm SLIDE PROJECTORS or VIEW-GRAPH MACHINES WILL BE AVAILABLE in the regularly scheduled technical sessions.

By early July, there will be a PowerPoint template and PowerPoint presentation instructions on the CICC web page to assist you in preparing your presentation. The web address is <http://www.ieee-cicc.org>; follow the links to "PowerPoint Presentation Instructions". Following these instructions is critical to the preparation of your presentation. Please follow them carefully.

All speakers are required to send their session chairperson an initial electronic version of their presentation (due August 24, 2009) as part of the normal review process. The final presentation file must be sent to your session chairperson by September 7, 2009.

When you send a presentation to your session chairperson, please use a file name with the pattern "N-M_authname_version.ppt" (or .pdf) where N is the Session Number (number before the hyphen in your acceptance letter), M is the Paper Number (number after the hyphen in your acceptance letter). Author name is of course your last name and version is the particular way you chose to identify multiple version of your presentation. Sample: 5-3_smith_final.ppt. The session chair will load the final version of your presentation on the conference computer on September 13 (between 1:00^{pm} and 6:00^{pm}). If for some reason you need to update your presentation after the final version has been sent, you must make specific arrangements to meet with the session chair to download the correct version of the file during conference hours.

Speakers should bring an electronic copy of their PowerPoint or PDF presentation as a backup.

The presentations will be posted on the conference website. The website requires PDF files. Speakers using PowerPoint for their presentations need to bring a PDF copy of their presentations for the website. Please give this copy to your Session Chairman. Please resolve animation issues on the PDF copy before you turn it in.

Time allowed for Presentation

Each speaker will be introduced by the Session Chairperson, who will also serve as a moderator during the question-and-answer period. Each paper will be allotted 20 minutes, with an additional 5 minutes for a question and answer period following each talk. Due to our tight schedule, your **talk MAY NOT**