



Instructions to Authors on Presentations



At IEEE Tencon '05 we are aiming for the highest professional standards for the oral and poster presentations. Please read the following instructions carefully and particularly note the timing requirements.

Working Language

The working language of the Conference is English and this will be used for all presentations and discussions.

ORAL PRESENTATIONS

Time Allocation

Each regular submitted paper has been allocated 20 minutes for presentation. This includes 5 minutes for questions. This time allocation must not be exceeded. Specially invited papers have been allocated 50 minutes; again this includes 5 minutes for questions.

The Session Chairs have been asked to be strict with their time-keeping of presentations. This will enable delegates to move between talks to see the presentation of their choice.

It is imperative that you do not exceed your time allocation.

Author's Biography form

Prior to attending the conference, would you please fill in an Author's Biography form at http://www.tencon2005.org/authors_centre/bio.pdf and http://www.tencon2005.org/authors_centre/bio.rtf. The completed form should be handed to your Session Chair prior to your presentation (please see *Author Briefings* below).

Visual Aids

Each room will be equipped with a laptop PC which will be used for ALL presentations in that room. We shall be using *only* the latest Microsoft Office PowerPoint (Version 2003) and Adobe Acrobat (Version 7) software, and therefore presentations in these formats or earlier will be accommodated. Each room will be equipped also with a data projector, screen, pointer and a microphone.

Authors are asked to bring their slide presentation stored on a USB memory stick. Presenters will not be permitted to use their own laptop computers.

Check your Slides

The Conference will provide a Speaker Preview Room, where presenters may check their slides on the laptops provided. Speakers are strongly encouraged to check their slides well before their presentation, preferably the day before (except for the first day). Spare copies of the Author's Biography forms also will be available in this room.

Upload of Slides

Presenters must upload their slides twenty minutes *before* the start of their session.

Author Briefings

Twenty minutes before your session commences, you should meet with the Session Chair and the other speakers in your session in the room in which you will be presenting. If your session is the first session on Friday, November 25, 2005, you should meet with your Session Chair, in the room scheduled for your presentation, *prior* to the Plenary Session, as there is no official break between the Plenary Session and the first session on that day.

You should give the Session Chair your Author's Biography form

(http://www.tencon2005.org/authors_centre/bio.pdf and

http://www.tencon2005.org/authors_centre/bio.rtf), which contains a brief CV.

You should familiarize yourself with the audio-visual equipment and check that your slides are uploaded correctly.

POSTER PRESENTATIONS

Set-up and discussion times

All Posters Sessions will be held on Wednesday, November 23, 2005. There will be three Poster Sessions on that day. You will be allocated a space for your poster.

You are requested to set up your poster during the break immediately prior to your session.

Please be available to speak about your poster throughout your session.

You are not required to complete an Author's Biography form.

Your Poster

In addition to your written paper included in the Conference publication, the poster session is your opportunity to present your work directly to other delegates and to discuss it with them. It is a particularly useful format for small group discussion and debate.

You should clearly display the following information on your poster:

- The title and author(s) of the paper
- Your contact details (e.g. email address) to allow delegates to follow up any discussion

A poster board approximately 120cm high and 180cm wide will be provided for your poster display. Posters must have dimensions smaller than the poster board. The standard A0 (and thus A1) size will fit. Basic materials (velcro) will be provided to enable you to affix your poster to the board.

End of Poster Session

You should take down your poster promptly at the end of your designated session.

The conference organisers will accept no responsibility for posters not removed by authors at the appropriate time.

SESSION CHAIRS

Program

Please check your list of speakers for changes and cancellations.

In the case of a cancellation or no-show, the program times should not be moved up. Break or give additional time to the previous speaker.

Author Briefings

Twenty minutes before your session commences, you should meet in the lecture room with the speakers in your session. If your session is the first session for the day, you should meet with your speakers *prior* to the Plenary Session as there is no official break between the Plenary Session and the first session.

You should collect each speaker's name, affiliation and obtain a brief C.V. Also, you should ensure that all slide presentations are ready.

Audio-Visual

Please identify yourself to the audio-visual assistant in the lecture room. The assistant will be in the lecture room for the entire session to help with the audio-visual equipment and the lighting. It is advisable that you familiarize yourself with the equipment in the lecture room.

Each meeting room contains the following audio-visual equipment:

- Data Projector
- Laptop Computer (PC)
- Projection screen
- Microphone
- Pointer

During the Session

At the start, introduce yourself and give your affiliation. Introduce each speaker before they begin their presentation. *Make sure the speaker changeovers are on time.* Help to generate questions and answers.

At the End of the Session

Please thank all speakers and remind participants of the title and starting time of the following session.