



A Perfect Match

IEEE

IMS2011 Baltimore



June 5 – 10, 2011 ◆ Baltimore Convention Center ◆ www.ims2011.org

Guidelines for Workshop Organizers and Speakers

Workshop speakers at IMS2011 are responsible for preparing two different versions of their presentation from their slides.

- 1) A copy of the presentation slides in color with 1 slide/page. This will be used to produce the electronic copy of the presentation that will be included on each attendee's USB ROM.
- 2) A copy of the presentation slides in black and white with 2 slides/page. This will be used to produce the hardcopy handouts which each workshop attendee will receive.

These Guidelines describe the process used to organize the workshops and produce these publications.

Workshop Materials: Each speaker is responsible for preparing visual aids or slides for his/her talk in electronic form. All materials must be in PDF format, and all fonts must be embedded in PDF files. As above, workshop materials must be prepared in two forms: 1) a color copy with one slide/page and 2) a black and white copy with two slides/page for the hardcopy handouts. The handout notes are not required to be identical to the slides. For example, a speaker may add a bibliography of references to the end of his handout notes. A final speaker abstract must be submitted at the time of electronic notes upload. There are no file size limits or page limits for the notes for 2011. A good guideline for publication of slides is no more than: 35 slides/speaker, 150 slides/half-day, and 300 slides/full-day. Specific questions can be submitted via email to workshops@ims2011.org.

Clearances: It is the workshop speaker's responsibility to obtain all required company and government clearances prior to submitting notes. Speakers submitting notes must verify that such clearances have been obtained and agree to distribute the submitted notes to workshop attendees. Copyrights remain with the speaker since the publications are not archived.

Warning: Withdrawal or change of the workshop notes/slides after the March 18, 2010 deadline for any reason (including failure to obtain clearances or ITAR restrictions) may result in the author being held liable for all costs.

Organizers must request and review each speaker's talk prior to submission. This provides an opportunity for the organizers to assist any speakers whose notes require improvement or to eliminate overlap between speakers.

Workshop Presentation Guidelines: Please use templates provided by your organizer or the following: http://ims2011.org/pdfs/IMS2011_WS_Slide_Guidelines.ppt. A template for IMS2011 or RFIC2011 has been sent to the organizers and is also available online at www.ims2011.org. Please note that the workshop identification number (e.g. WSA) should appear on the first slide

and also at the bottom of subsequent slides.

Guidelines for preparing slides: http://ims2011.org/pdfs/IMS2011_WS_Slide_Guidelines.ppt

General advice for preparing presentations: <http://www.ims2010.org/pdf/JFWhite.pdf>

Deadlines for Workshop Materials: Workshop notes/slides should be submitted electronically to http://www.mtt-tpms.org/symposia_v6/IMS2011_WS/start.html. Notes/sides submission will require the speaker to select the appropriate workshop, check off clearance and permissions forms, upload a final speaker abstract, and submit the two PDF files.

March 18, 2011: Deadline for speaker fee waiver.

IMS2011 is recommending that workshop organizers remove any scheduled speaker from their workshop who does not submit workshop notes. Workshop organizers need to inform IMS/RFIC2011 workshop chairs of the status of any notes not submitted by the March 18 due date. IMS2011 will cancel any workshop for which two or more scheduled speakers do not submit notes.

Workshop Registration Fee Waiver: Workshop speakers and organizers must register for their workshop. Workshop fees will be waived for workshop speakers who submit notes on time and workshop organizers who meet all deadlines. Upon submitting their materials prior to the deadline they will be provided with a unique code which may be used during workshop registration and will result in a waiver of the workshop fee.

How Workshop Organizers can monitor Submission of notes: Organizers should log into TPMS_WS as workshop/subcommittee/session chair at: http://www.mtt-tpms.org/symposia_v6/IMS2011_WS/reviewerlogin.html to track the status of their speakers' notes submissions. The TPMS_WS system will send an automated email with login information. Please make sure that emails from jpond@mtt-tpms.org will not be rejected as spam by your email system.

Workshop organizers will have the option to form their workshop session in TPMS_WS following the submission of all of their speaker's notes. This will order the presentations and produce a numbering sequence in the file system for production of the hardcopy notes and CD/DVD. Organizers who wish IMS2011 to form their workshop session must send their list of speakers in the order they will present to workshops@ims2011.org.

Workshop Schedule: A workshop can be full-day (8 hours) or half-day (4 hours). A full-day workshop will generally have four morning speakers and four afternoon speakers. There will be two breaks, one midway through the morning and one midway through the afternoon. The length and timing of the talks is at the discretion of the workshop organizers. The organizers must keep in mind the interactivity requirement for IMS2011 Workshops and must carry out the audience participation plans as stated in their workshop proposals. Additional creative ideas for enhancing interactivity are also encouraged.

Breakfast: 7:00 - 8:00AM

Morning Session: 8:00AM - Noon

morning break 20 minutes between 9:50 - 10:10AM

Lunch: Noon - 1:00PM

Afternoon Sessions: 1:20 - 5:20PM
afternoon break 20 minutes between 3:10 - 3:30PM

Please refer to the published Program for room locations.

Workshop speaker's Breakfast: There is a Speaker's breakfast scheduled on the morning of each workshop. Please check www.ims2011.org for the room number. Organizers and speakers should attend as this is the best opportunity to ensure your workshop planning is complete and all of the speakers have presentations ready.

Visa support letter requests: A visa support letter may be provided for authors and registered attendees. Further, spouses requiring visa assistance must be registered for an IMS Guest Program Event. Please submit your requests for letters of support well in advance of your interview dates to allow sufficient time for processing. For letters of support and additional visa assistance, please contact Dr. Misoon Mah at misoon.mah@afosr.af.mil.

Thank you for your participation in the IMS2011 workshop program.

Joe Qiu, Chair, IMS2011 Workshop Committee