GUIDELINES FOR SPEAKERS

Version 2.3, November 2018

Introduction

We would like to welcome you as a speaker to our conference. We thank you for choosing our conference as the forum for your presentation, and we will do our utmost to make your presentation a success for you and your company.

We want our conferences to be meetings for information exchange on the highest level. Please prepare your paper according to this demand. We understand that the commercial aspect is an important motive for giving a paper, nevertheless, please do not give just a sales presentation. A paper on a high level, which also takes into consideration the technical and scientific background, will give a much better image of yourself and your company.

Should you need assistance while preparing your paper, please let us know.

We wish you good success in preparing your presentation.

1. Autobiography

The chairman of your session will present you to the audience. We therefore need a brief autobiography, focusing on your professional career.

2. Written Papers

We no longer produce books with written versions of our presentations. Instead, we will make the speakers' slides available for download from a password protected internet site. Please provide us with a pdf version of your slides before, during or shortly after the event.

3. Authors' Checklist

Please download your checklist from our website **www.tcman.at**, menu "**Authors**". The checklist contains important information on your requirements for us. It also contains the timetable with future deadlines for you. Please complete the Checklist and send it together with the text of your presentation.

4. Your Slides

Please send us the slides for your presentation in format Microsoft Power Point one week before the conference at the latest. All slides will be stored on our computer and displayed from there. We still recommend that you bring your own computer with the file as a backup. It is not advisable to bring the file only directly to the conference as systems might not be compatible. After the conference all presentations will be deleted from our computers.

In case you do not want to handover your slides, or if your presentation needs software in addition to Microsoft Power Point (such as Quick Time, etc.), please bring your own computer and advise us in the Authors' Checklist.

5. Your Presentation

For the time and length of your presentation (including discussion) please refer to the conference program and our website. The following technical equipment will be available to you:

- Speaker's podium
- Mobile microphone
- Digital data projector (Beamer)
- Laser pointer
- Remote controller for the computer
- Standard slide projector *)
- Overhead projector *)
- Flipchart *)

*) Only if requested in the Authors' Checklist.

Please mark on the Author's Checklist which media equipment you plan to use. Should you need further equipment (video, sound), please let us know well in advance. You will have time to test the equipment in the break before your session. Our technician will be at your service before and during your presentation.

Please contact the chairman of your session and take your seat in the first row of the auditorium early. Please allow 5 minutes of discussion after your presentation. Repeat the questions before answering them.

6. Feedback

We will evaluate our conference by using questionnaires. Let us know if you are interested in getting the feedback to your presentation, we will then share it with you.

Technical Conference Management KEG
Fasangasse 1
A-2103 Langenzersdorf
Phone: +43 (0) 2244 33870-11
Telefax: +43 (0) 2244 33870-20
Email: office@tcman.at
Website. www.tcman.at