

GUIDELINES FOR SPEAKERS



Version 2.2, August 2009

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.

The purpose of this guideline is to help you prepare your written paper. It also serves to make sure that all papers have the same layout. Should you – for whatever reason – need to make individual changes in the layout, please contact us first.

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

The value of your paper for the audience is largely increased and extended by written papers. Please prepare a written summary of your presentation of about 4 to 8 pages, which should also include tables and graphs.

Please prepare your manuscript in the respective conference language which can be found in the conference brochure or on our website.

Please use black and white printing if possible. Please take into consideration that photos and low contrast images give poor results when reproduced.

The layout of the pages should be as follows:

Paper format:	A 4 (29.7 x 21.0 cm)
Margin:	2.54 cm (1 inch) on each side
Font:	Arial
Font size for text:	11 pt
Space:	1.5 spaced lines
Composition:	Titel (centered, font size 14, bold) <i>1 blank line</i> Author(s) (centered, font size 11, bold) <i>1 blank line</i> Company (left-aligned, font size 11, default) Address (left-aligned, font size 11, default) <i>2 blank lines</i> Text (block-aligned, font size 11, default, main subtitles bold)
Page numbering:	none

Please submit your text in format Microsoft Word for Windows. To enable us to edit the format of your text please do not use pdf-format. Also note that your paper will be printed in black and white.

The deadline for submitting the manuscripts is listed in Checklist for Authors. Please be sure to obey this deadline or coordinate any delay with us. Editing and printing of the books take some time; therefore we cannot guarantee that papers submitted after the deadline will be printed in the conference proceedings. You can send your manuscript on floppy disk, CD-ROM, ZIP100 or as an email attachment. Due to the low printing quality, please do not fax your manuscript.

Your manuscript will be published in the conference proceedings. By sending us these materials you agree to their publication.

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. You 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 of 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 at the podium 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*