



2010

INTERNATIONAL
MICROWAVE SYMPOSIUM

IEEE MTT-S • MAY 23-28, 2010 • ANAHEIM, CALIFORNIA

THE GOLDEN STATE OF MICROWAVES

Guidelines for Workshop Organizers and Speakers

Workshop speakers at IMS2010 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 (B&W) 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 B&W 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 2010. 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@ims2010.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 11 March 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: It is a good idea to preview each of your speaker's talks prior to their submitting their notes. This is an opportunity 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://www.ims2010.org/pdf/workshop_template.ppt. A template for IMS2010 or RFIC2010 has been sent to the organizers and is also available online at www.ims2010.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://www.ims2010.org/pdf/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/IMS2010_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.

11 March 2010: Deadline for speaker fee waiver.

IMS2010 is recommending that workshop organizers remove any scheduled speaker from their workshop who does not submit workshop notes. Workshop organizers need to inform IMS/RFIC2010 workshop chairs of the status of any notes not submitted by the 11 March due date. IMS2010 will strongly consider canceling any workshop for which two or more scheduled speakers do not submit notes.

Workshop Registration Fee Waiver: Workshop fees will be waived for workshop speakers who submit notes on time and workshop organizers who meet all deadlines. Workshop speakers and organizers need to register for their workshop and pay the fee. Those receiving workshop fee waivers will receive a refund. The amount of the workshop fee will be prorated if purchased in combination with the all-workshop USB drive or the IMS2010 Superpass. In most cases, this will be an acknowledging email from MP Associates and a credit back to the speaker's credit card. Other arrangements can be made, if necessary. Any organizers with a speaker, who is only presenting at your workshop and does not plan to attend IMS, RFIC, or ARFTG, please contact the workshop chair or send an email to workshops@ims2010.org so that special registration arrangements can be made.

Workshop Organizers Track Submissions: Organizers should log into TPMS_WS as workshop/subcommittee/session chair at: http://www.mtt-tpms.org/symposia_v6/IMS2010_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 IMS2010 to form their workshop session must send their list of speakers in the order they will present to workshops@ims2010.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. Plenty of time should be allocated for questions either during or following each talk, since these are workshops and not oral presentations given during the technical sessions of the Symposium.

Breakfast: 7:00 - 8:00AM

Morning Session: 8:00AM - Noon

morning break nominally 20 minutes anytime between 9:40 - 10:40AM

Lunch: Noon - 1:00PM

Afternoon Sessions: 1:00 - 5:00PM

afternoon break nominally 20 minutes anytime between 2:40 - 3:40PM

Please refer to the published Program for room locations.

Speaker's Breakfast: There is a Speaker's breakfast scheduled on the morning of each workshop. Please check www.ims2010.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.

Other WS Issues:

1. **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. Zaher Bardai at zb@ieee.org.
2. **Workshop organizer awards:** Feedback forms will be provided in each workshop session. An award will be given for the highest quality workshop as determined by the feedback and attendance.
3. **Workshop Recording:** Workshops may be videotaped as part of IMS 2010's plan to provide remote programming and for future educational activities. Participating organizers and speakers will be required to register and pay a fee in the same way as a workshop attendee at the conference. Workshop organizers and all workshop speakers must agree before a workshop will be recorded. IMS2010 will contact organizers and speakers separately to obtain permission for the online posting of recorded presentations. Speakers should use PowerPoint for their presentations if their workshop is being recorded.

Thank you for your participation in the IMS2010 workshop program.

Jim Schellenberg, Chair, IMS2010 Workshop Committee