



## SPEAKER REQUIREMENTS GUIDE 2014

This guide provides the information you, as a speaker, will need to prepare for STC 2014. It is essential that all speakers read and adhere to the following deadlines! STC 2014 management reserves the right to replace any presentation/speaker that fails to meet the required submission deadlines.

### 1.0 Speaker Deadlines Summary

✓	Item	Required/ Optional	Delivery Method	Date Due
<input type="checkbox"/>	<b>3.1</b> Acceptance – Confirmation of your participation as a speaker.	<b>R</b>	Email to <a href="mailto:cps@computer.org">cps@computer.org</a>	Now
<input type="checkbox"/>	<b>3.2</b> Lodging Reservations	<b>O</b>	Make reservations at the headquarters hotel via the registration link on STC Website	ASAP
<input type="checkbox"/>	<b>3.3</b> Last day for Presentation Summary and Objectives, Speaker(s), Co-Speaker(s), and Panel Member(s) Biographies submissions	<b>R</b>	Upload to Ex Ordo	17 February 2014
<input type="checkbox"/>	<b>3.4</b> Conference Registration	<b>R</b>	Complete online through the STC Website	28 February 2014
<input type="checkbox"/>	<b>3.5</b> Presentation slides for Conference Proceedings online - <i>Electronic format</i> (uploading handouts optional)	<b>R</b>	Upload to Ex Ordo	17 February 2014

### 2.0 Conference Proceedings

**Due Date: 17 February 2014**

STC 2014 conference proceedings will be posted on the STC website following the conference. It is the responsibility of the primary speaker/panel chair to upload an electronic copy of the presentation slides to the online speaker management system by 17 February 2014.

### 3.0 Speaker, Co-Speaker, Panel Members, Forms, and Information

**3.1 Acceptance – Confirmation of your participation as a speaker (Required)** **Due Date: NOW**

Please email [cps@computer.org](mailto:cps@computer.org) to confirm your participation.

### 3.2 Lodging Reservations (Optional)

**Due Date: Available now / ASAP**

To ensure a hotel guest room at the headquarters hotel/conference venue, make your reservations now! A limited block of rooms are being held for attendees at the Westin Long Beach Hotel. Conference sessions will be held at the hotel. You may book your room online using the registration link on the STC website.

A limited number of both government and non-government rate rooms have been blocked for STC 2014 attendees at the following hotel.

**The Westin Long Beach Hotel**  
333 E Ocean Blvd  
Long Beach, CA 90802  
(562) 436-3000

**Rates:**

Prevailing Government Rate, currently \$133.  
Non-Government Rate: \$179 plus taxes  
(single – quad occupancy)

[Non-Government Rooms Here](#)  
[Government Rates Here](#)

### 3.3 Presentation Summary/Abstract and Biographies (Required)

**Due Date: 17 February 2014**

Abstracts and Biographies should be submitted as a Microsoft Word file using the provided templates on your Ex Ordo dashboard. Please submit abstracts by the deadline using the "Upload Final Draft for XXX" on your Ex Ordo Dashboard (<http://stc2014.exordo.com>). They will be posted on the STC 2014 website. No changes to presentations summaries will be taken after the deadline.

For speaker, Co-Speaker, and Panel Member Biographies, each speaker(s) or panel members must submit a biography of approximately 100 words.

Please spell out all acronyms on first use, followed by the acronym in parenthesis, before utilizing the acronym by itself. Biographies will be posted on the STC 2014 website. No changes to speaker biographies will be taken after the deadline.

Please include the main speaker's biography along with any co-speakers or panel members' biographies.

\*\*STC/IEEE staff reserves the right to edit as necessary.

### 3.4 Conference Registration (Required)

**Due Date: 28 February 2014**

All speakers, co-speakers, and panel members must register for STC 2014. All registered speakers qualify for a discounted conference fee. This rate is reflected on the online registration form available via the STC website.

### 3.5 Presentation Slides (Required)

**Due Date: 17 February 2014**

**Your presentation must be in Microsoft PowerPoint format.** Your presentation must be in Microsoft PowerPoint format. You may upload your presentation file by clicking on the "Upload Presentation for XXX" link on your Ex Ordo Dashboard (<http://stc2014.exordo.com>). Only the presenting author will be able to do this.

The files will be posted on the website so attendees can download and/or print, depending on their preference. Your last slide should contain a complete list of all acronyms used in the presentation. The accuracy of slides correlating to the presentation is crucial to the conference. Participants are very critical of outdated or changed material.

**Note: STC will not be printing and distributing handouts this year.** If you wish to provide printed handouts, you will be responsible for bringing the printed copies to distribute to participants. You may upload handouts and additional material using the Speaker Management System and those files will be posted on the website for participant access. See section 3.7 for information.

**At the conference: You will also be responsible for bringing your presentation on disk or USB drive and loading it onto your computer in your session room.** If the final version of your presentation is different from the one previously uploaded to the website, please see the STC staff at the conference registration area to have the newer version uploaded.

**Note: You must upload an abstract and bio as one Microsoft Word file.**

**Copyright Release Form: Speakers must submit a copyright release form for their presentations.** The abstracts and presentations will be submitted to the IEEE Xplore Digital Library and the Computer Society Digital Library for posting. Any presentations with the copyright release form will be excluded. The form can be completed at:

[http://www.ieeeconfpublishing.org/cpir/authorKit.asp?Facility=CPS\\_Mar&ERoom=STC+2014](http://www.ieeeconfpublishing.org/cpir/authorKit.asp?Facility=CPS_Mar&ERoom=STC+2014)

---

## GUIDELINES

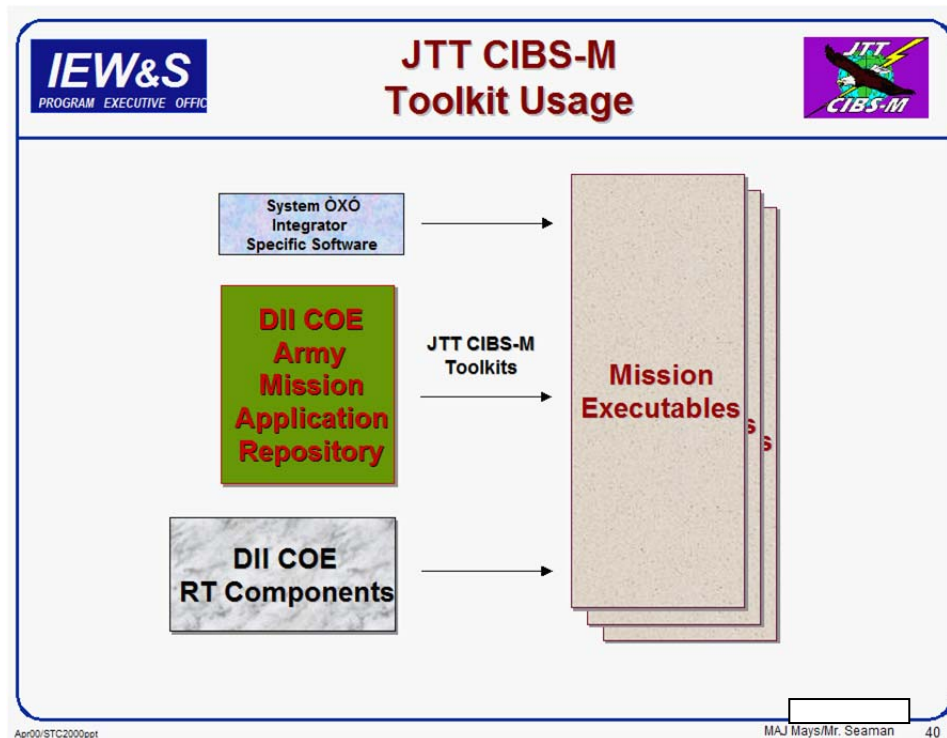
---

Please keep in mind that the size of the audience varies at each presentation. It is imperative that you use the following guidelines concerning preparation of your presentation slides.

1. **The last slide of your PowerPoint presentation must include a list of all acronyms used and their terms spelled out.**
2. Utilize light background, dark lettering. STC management may contact you to alter or change hard-to-read slides.
3. Legibility is important
  - Use a minimum 24-point font for the title of each slide
  - Use a minimum of 20-point for any heading, and
  - Use a minimum 18-point for text.
4. Fonts should be Times New Roman, Arial, or Helvetica
5. The use of all capitalized letters throughout the presentation reduces the readability and comprehension.
6. Limit the number of slides in your presentation to one of the following:
  - 32 slides or fewer for track presentations
  - 128 or fewer for tutorials
7. Minimize the text with no more than four or five items or bullets per slide.
8. Only main ideas should be included on a slide.
9. The format to use for slides is Microsoft PowerPoint, especially for more complex slides containing graphics, pie charts, logos, etc.

Slide layout examples:

## Easy to Read – Highlighting Main Ideas



## Easy to Read – Good Format; Main Points Listed

## Background -2

CMMI- SE/SW staged representation is similar to SW-CMM v1.1

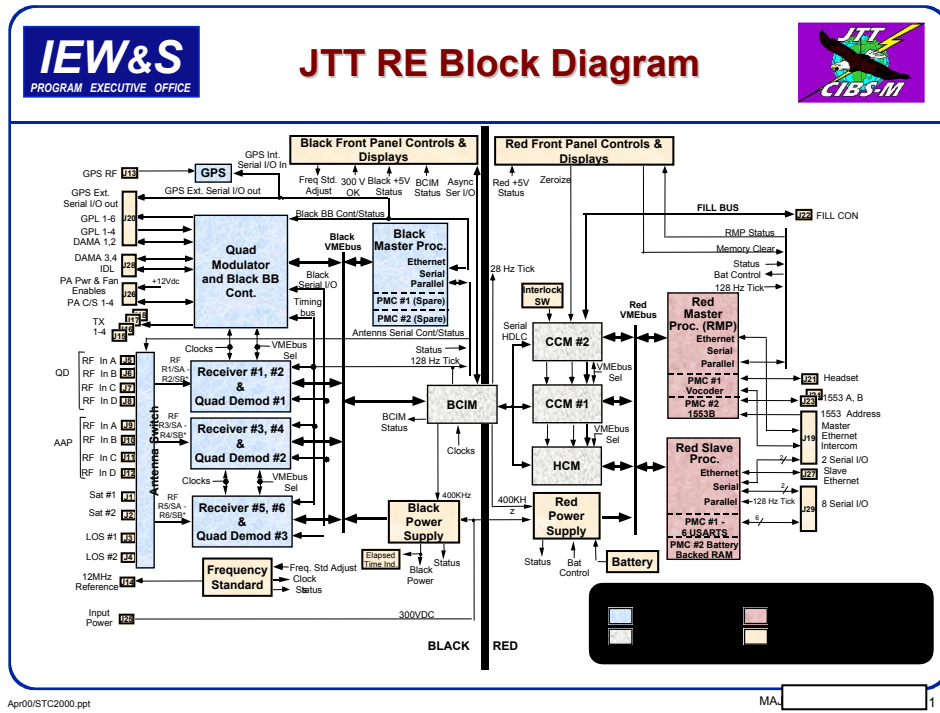
Maturity Levels composed of Process Areas

Goals are required; implemented & institutionalized

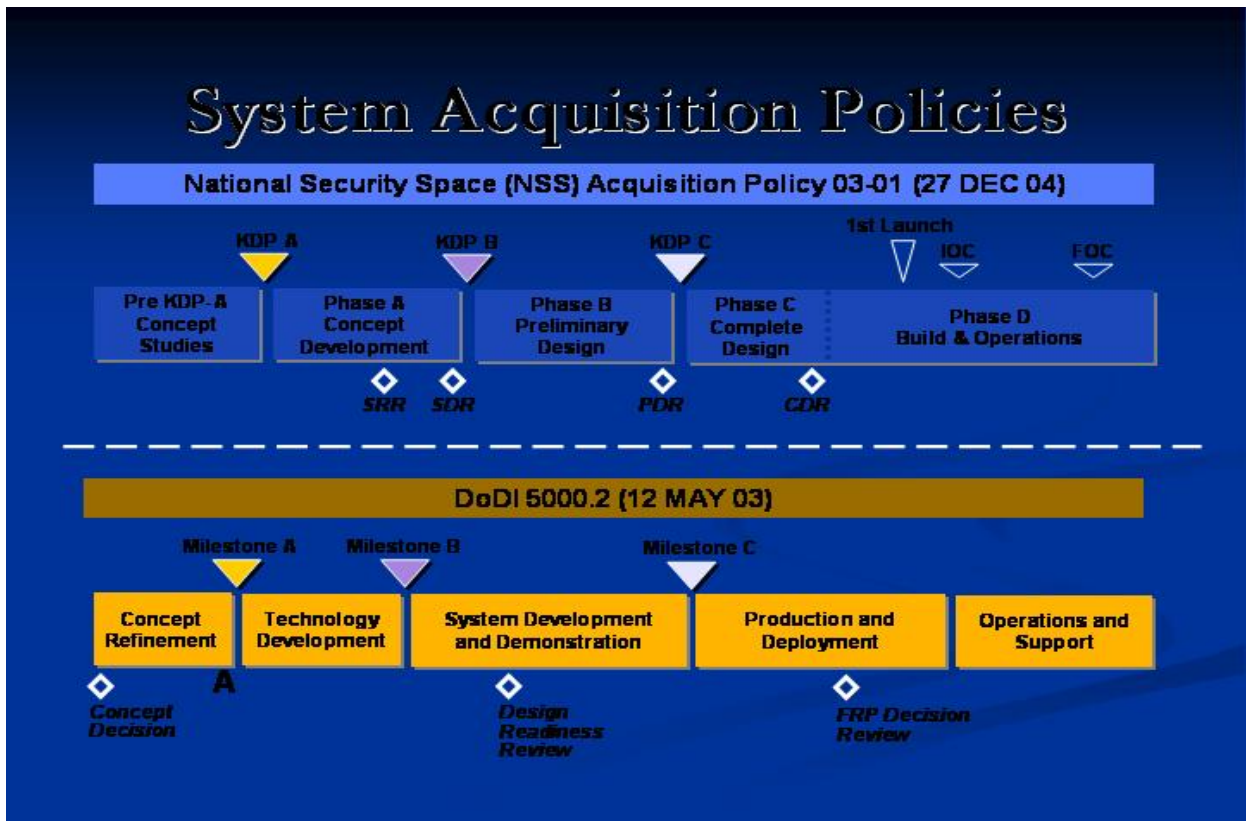
Practices are expected; alternative practices are acceptable if effective at meeting the goals

All else is informative

Difficult to Read - Complex Slide



Difficult to Read – Dark Background with Dark Text



### 3.6 Additional Materials to Support Conference Proceedings (Optional)

**Due Date: 17 February 2014**

If you have additional, closely related information (no ads allowed) that would be useful to the conference participants, you may upload it by clicking on the "Upload Presentation for XXX" link on your Ex Ordo Dashboard (<http://stc2014.exordo.com>). Only the presenting author will be able to do this. These files will be posted on the website for participant access. As you know, formal papers are not required, but may be submitted with your slides as supplementary material.

**Note: STC will not be printing and distributing handouts this year. If you wish to provide printed handouts, you will be responsible for bringing the printed copies to distribute to participants.**

## 4.0 Presentation Guidelines

### 4.1 Planning Your Presentation

Your presentation has been assigned to a specific time slot as indicated in your notification e-mail. Please adhere to your allotted time. Plan at least 5 to 10 minutes of your presentation time for questions, answers, and discussions.

Keep in mind that this conference and its proceedings are open to registered participants, including foreign nationals. It is the presenter's responsibility to ensure that all materials have been through the necessary approval process and are considered releasable in time to meet the deadlines. Do not discuss classified information. Each track of the conference may be audio recorded to comply with Americans with Disabilities Act (ADA) requirements.

## 5.0 Additional Information

### 5.1 Audio Visual Equipment

An LCD projector and screen and a PC laptop will be supplied by the conference for each presentation room. The Plenary/General Session room will be also equipped with a microphone. Please contact [cps@computer.org](mailto:cps@computer.org) with any additional needs. If you are bringing an Apple/Mac laptop or device, please bring your own adaptors to connect to the projector. Note: Complimentary wireless internet is available in the sleeping rooms of the conference hotel but not in the meeting rooms and common areas.

## 6.0 VISA Letters

VISA Letters can be provided for registered attendees. Please contact [cps@computer.org](mailto:cps@computer.org) to request a letter.

### VISA Letter Instructions

International Attendees – Please note the requirements for an IEEE VISA Letter of Invitation:

- ALL requests for VISA letter must have a conference confirmed/paid registration (attendee must have completed and paid conference registration for a VISA letter to be issued)
- Attendee must request a VISA Invitation letter required for visa applications
- A VISA letter will be issued to attendee via email

- If attendee requires Urgent Response, the attendee must provide a Federal Express or DHL account number to be charged
- Conference Cancellation policy for all attendees applies

## 7.0 Questions about STC

Please contact us with questions:

STC 2014 Team:

IEEE Computer Society

Silvia Ceballos – 714-816-2101 (Conference Manager)

Patrick Kellenberger – 714-816-2105 (Publications)

Email [cps@computer.org](mailto:cps@computer.org)