

# 2009 IEEE MTT-S International Microwave Symposium

7-12 June, Boston Convention & Exhibition Center  
IEEE Microwave Theory and Techniques Society



## Guidelines and Reminders for Workshop Organizers and Speakers

Workshops presented at the 2009 International Microwave Symposium (IMS2009) will have three publications made available to the attendees. The first two are included with the standard workshop fee:

- 1) A set of printed notes for each workshop, reproduced in black and white (B&W) with 2 presentation slides/page from a file, in PDF format, made available by each speaker.
- 2) A CD of each workshop, reproduced with 1 presentation slide/page in color from a second file, in PDF format, made available by each speaker.
- 3) An optional all-workshop DVD, produced with 1 presentation slide/page in color from the second PDF file made available by each speaker.

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

**1. General PDF notes guidelines:** Workshop notes are a copy of the speaker's slides. A speaker may want to add a bibliography of references at the end. A final speaker abstract must be submitted at the time of electronic notes upload. All notes must be in PDF format. Workshop notes consist of one slide/page color for the CD-ROM and two slides/page for the hardcopy B&W notes. Workshop speakers are responsible for formatting the notes. All fonts must be embedded in PDF files. There are no filesize limits or page limits for the notes for 2009. A good guideline for publication of notes 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@ims2009.org](mailto:workshops@ims2009.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.

*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.

### **2. Deadlines for workshop PDF notes submission:**

Workshop notes should be submitted electronically to [http://www.mtt-tpms.org/symposia\\_v6/IMS2009\\_WS/start.html](http://www.mtt-tpms.org/symposia_v6/IMS2009_WS/start.html).

Notes 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.

31 March 2009	Original deadline for speaker fee waiver.
<b>7 April 2009</b>	<b>Extended deadline for speaker fee waiver.</b>
<b>17 April 2009</b>	<b>Final day to upload notes prior to CD/DVD/hardcopy production.</b>

PDF files cannot be uploaded after 17 April 2009 due to the production schedule for workshop CDs/DVDs and hardcopy notes.

IMS2009 is recommending that workshop organizers remove any scheduled speaker from their workshop who does not submit workshop notes. Workshop organizers need to inform IMS/RFIC2009 workshop chairs of the status of any notes not submitted by 7 April.

IMS2009 will strongly consider canceling any workshop for which two or more scheduled speakers do not submit notes. Attendees expect to receive a full set of notes with their paid attendance, however, the present turbulent economic conditions may warrant special consideration at the discretion of the IMS2009 and RFIC2009 workshop chairs.

**3. Workshop organizers track submissions, option to form workshop session in TPMS\_WS:**

Organizers should log in to TPMS\_WS as workshop/subcommittee/session chair at: [http://www.mtt-tpms.org/symposia\\_v6/IMS2009\\_WS/reviewerlogin.html](http://www.mtt-tpms.org/symposia_v6/IMS2009_WS/reviewerlogin.html) to track the status of their speaker's notes submissions. The TPMS\_WS system will send an automated email with login information. Please ensure that [jpond@mtt-tpms.org](mailto:jpond@mtt-tpms.org) is whitelisted in your email spam filter.

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 IMS2009 to form their workshop session must send their list of speakers in the order they will present to [workshops@ims2009.org](mailto:workshops@ims2009.org).

**4. 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 DVD or the IMS2009 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@ims2009.org](mailto:workshops@ims2009.org) so that special registration arrangements can be made.

**5. General workshop presentation guidelines:**

Please use templates provided by your organizer or the following as a title-slide template: [http://www.ims2009.org/instr/tpc/IMS09\\_Slide\\_Template.ppt](http://www.ims2009.org/instr/tpc/IMS09_Slide_Template.ppt). A title-slide template for IMS2009 or RFIC2009 along with an optional template for the body of a talk have been sent to the organizers and are also available online at [www.ims2009.org](http://www.ims2009.org). Please note that the workshop identification number (e.g. WSA) should appear on the first slide.

Guidelines for preparing slides: [http://www.ims2009.org/instr/tpc/IMS09\\_Slide\\_Guidelines\\_RC2.ppt](http://www.ims2009.org/instr/tpc/IMS09_Slide_Guidelines_RC2.ppt)

Simple general advice for preparing presentations: <http://www.ims2009.org/instr/tpc/JFWhite.pdf>

**6. Speaker's breakfast:** There is a Speaker's breakfast scheduled on the morning of each workshop in BCEC Room 258C. 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.

**7. Check on-line listing:** Organizers should check their workshop listing at [www.ims2009.org](http://www.ims2009.org). Any errors or changes should be reported to [workshops@ims2009.org](mailto:workshops@ims2009.org).

**8. Workshop schedule information:** 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.

**9. 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](mailto:zb@ieee.org).

**10. Workshop organizer awards:** Feed-back forms will be provided in each workshop session. An award will be given for the highest quality workshop as determined by the feedback. An award will also go to the highest attendance workshop.

**11. Virtual workshop participation:** Workshops may be recorded as part of the IMS 2009 Virtual Participation program (see: [www.ims2009.org/virtualparticipation.php](http://www.ims2009.org/virtualparticipation.php)). A virtual participant 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 for virtual participation. IMS2009 will contact organizers and speakers separate from the PDF notes submission to obtain permission for the online posting of recorded presentations. Speakers should use PowerPoint for their presentations if their workshop is being recorded for virtual participation.

Thank you very much for your participation in the IMS2009 workshop program.

Gregory Lyons,  
Chair, IMS2009 Workshop Committee.