



Emerging Technologies

Communications Microsystems Optoelectronics Sensors

**Guidelines for Speakers
at the Emerging Technologies
Conferences**

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Important Dates

You can find a list of deadlines and other important dates for the upcoming conference on our website at www.etcmos.com/current_event.php. We will send you email reminders of these dates as they approach.

Speaker Responsibilities

1. Submit the title and abstract for your presentation on time.

We use your title and abstract to assign your talk to an appropriate session and align it with related talks. If you submit these items after the deadline, it causes extra delays before we can publish a firm program. Many of our participants rely on the published program when making travel plans, so late changes can adversely affect many people. For this reason, we ask that you adhere to the published deadlines for submitting your title and abstract. Talks for which we have not received a title and abstract by the deadlines will be removed from the program.

You can find the deadlines for this year's conference on our website at www.etcmos.com/current_event.php. This page also provides a link for submitting your abstract online. We will send you an email reminding you of these submission deadlines as they approach.

Please refer to the section on Abstracts for details on the required format.

2. Register in advance for the conference.

All speakers are required to register for the conference and pay the registration fee in advance. This significantly reduces the number of last-minute cancellations we get at the conference and helps us plan for an appropriate number of participants. It saves you time by streamlining the check-in process when you arrive at the conference. It also saves you money—the advance registration fee is lower than what we would have to charge if you pay on arrival at the conference.

You can pay the registration fee via cheque or bank draft using a paper registration form, or you can register securely online using PayPal. You do not need a PayPal account to use this method. Please see our website (www.etcmos.com/registration.php) for more information on registering for the conference.

3. Submit your presentation slides on time.

We ask that all speakers submit slides in advance of the conference so that we can have them loaded onto the session-room computer and ready for your presentation. This allows for a smooth transition between speakers and eliminates delays due to problems connecting individual laptops to the projector. Submitting your slides in advance helps us keep the session running on time and provides a better experience for all conference participants.

We recognize that you may have concerns about releasing proprietary or unpublished material. Rest assured that we will not publish your slides in any way before your presentation. After the conference, we will only publish them in the conference proceedings if we have your express permission to do so. For more information on how we handle your slides, please see the section on [presentation slides](#).

You can find the deadlines for this year's conference on our website at www.etcmos.com/current_event.php. This page also provides a link for submitting your slides online. We will send you an email reminding you of the slide submission deadline as it approaches.

Please refer to the sections on [presentation slides](#) for more information on preparing your slides.

4. Adhere to the time limit for your presentation.

Plenary talks are 30 minutes long, including questions. Talks in all other sessions are 20 minutes long, including questions. Your session chair will adhere to this schedule and will cut your talk short if necessary, so please plan your presentation accordingly. As a general rule of thumb, your presentation should encompass no more than 10 or 12 slides.

Talk Duration

Plenary talks are 30 minutes long, including questions. Talks in all other sessions are 20 minutes long, including questions. Your session chair will adhere to this schedule and will cut your talk short if necessary, so please plan your presentation accordingly. As a general rule of thumb, your presentation should encompass no more than 10 or 12 slides.

Abstracts

We publish abstracts on our website as we receive them. After the abstract submission deadline, we publish all abstracts as a PDF ebook. At that time, we will also publish a firm version of the program.

We use the title and abstract to assign your talk to an appropriate session and align it with related talks. If you submit these items after the deadline, it causes extra delays before we can publish a firm program. Many of our participants rely on the published program when making travel plans, so late changes can adversely affect many people. For this reason, we ask that you adhere to the published deadline for submitting your title and abstract. Talks for which we have not received a title and abstract by the deadline will be removed from the program.

You can find the deadlines for this year's conference on our website at www.etcmos.com/current_event.php. This page also provides a link for submitting your abstract online. We will send you an email reminding you of the abstract submission deadline as it approaches.

Acceptable Formats for Abstracts

We can accept abstracts in plain text or Word format. If neither of these is possible, we can also accept PDF format, although this generally requires much more processing to make the abstract appear correctly on our website and in the PDF ebook of published abstracts.

Please limit your abstract to a few lines (up to 200 words) briefly describing the topic of your presentation. Do not include citations in your abstract; they will be removed due to space limitations.

Submitting Your Abstract

You can find the deadlines for this year's conference on our website at www.etcmos.com/current_event.php. This page also provides a link for submitting your abstract online. We will send you an email reminding you of the abstract submission deadline as it approaches.

Presentation Slides

Acceptable Formats for Slides

We prefer to receive slides in PDF format. This provides the most reliable, easily transferred, and, usually, smallest files. PDF format helps ensure that your presentation will look exactly the same on the conference computer as it does on yours. Please note, however, that animations, videos, or other advanced features may not work when the presentation file is converted to PDF format.

Alternatively, we can accept slides in Microsoft PowerPoint format. If you choose to submit a PowerPoint file, please ensure that any non-standard fonts or special characters are embedded directly in the file so that they appear properly when the file is opened on the session-room computer. If your slides include linked videos, animations or other content, please ensure that you link to this content from a location *in the same folder (directory)* as your PowerPoint file. Zip the entire folder (directory), including the linked content, and submit it via our online dropbox. There is a link to this dropbox on our website at www.etcmos.com/current_event.php.

If you are unable to provide your slides in either PDF or PowerPoint format, please contact us to discuss alternatives.

We do not require you to use a particular template or layout for your slides. Please feel free to use any templates preferred by your organization.

Presentation Length

Plenary talks are 30 minutes long, including questions. Talks in all other sessions are 20 minutes long, including questions. As a general rule of thumb, a presentation of this length should contain no more than 10 or 12 slides.

Preparing Your Presentation

20 minutes is quite a short presentation, so you should not attempt to cover all the details of your method or algorithm or all the experimental results. Rather, focus on the key points of your topic:

- The problem or motivation that led to your work.
- Any background information that the audience will need. Remember that people in the audience may not be as familiar as you are with your field of work.
- Your solution or approach to the problem.
- Key ideas, applications or conclusions to be drawn from your work.

In general, a 20- or 30-minute presentation should encompass no more than 10 or 12 slides. With such a limited number of slides to work with, it is important to make every slide count. Use your slides to illustrate specific concepts or to emphasize important points in what you are saying. "Outline" or "overview" slides are not usually necessary for a presentation of this length. In most cases, you can simply tell your audience in a couple of sentences what you are going to cover in your presentation. If you present your information in a linear way, so that each point leads logically to the next, your audience will be able to follow you without needing to have an outline written out for them. (However, if you do use an outline slide, be sure that you do not read it to your audience: they can do that for themselves much faster than you can do it for them.)

Similarly, do not include slides that you plan to flash past quickly. If the audience will not have time to look at and fully understand the slide, take it out. It won't add anything to your presentation and will just be a distraction from the key points you want to cover in detail.

Submitting Your Slides

We ask that all speakers submit slides in advance of the conference so that we can have them on the session-room computer and ready for your presentation. This allows for a smooth transition between speakers and eliminates delays due to problems connecting individual laptops to the projector. Submitting your slides in advance helps us keep the session running on time and provides a better experience for all conference participants.

You can find the deadline for submitting slides for this year's conference on our website at www.etcmos.com/current_event.php. This page also provides a link for submitting your slides online. We will send you an email reminding you of the slide submission deadline as it approaches.

Unpublished or Proprietary Material

We recognize that you may have concerns about releasing proprietary or unpublished material. Rest assured that we will not publish your slides in any way before your presentation. We will only publish them after the conference if we have your express permission to do so.

When you submit your slides, you will be asked whether you give permission to publish the material after the conference.

- If you select "No", we will not publish your slides in any way.
- If you select "Yes", your slides will be included in a PDF ebook that will be made publicly available on our website and on Google Books.

We will only include your slides in the ebooks if you have given us express permission to do so. The copyright for the material included in the PDF ebooks remains with the original author. Please see the section on Conference Proceedings for more details on how we publish slides. We will permanently delete your slides from session-room computers, USB sticks, and other storage devices immediately after the conference.

You can find the deadline for submitting slides for this year's conference on our website at www.etcmos.com/current_event.php. This page also provides a link for submitting your slides online. We will send you an email reminding you of the deadline as it approaches.

Presenting from a USB Memory Stick

If concerns over proprietary/unpublished material or other technical concerns absolutely preclude submitting your slides in advance, you can bring your presentation to the conference on a USB memory stick or similar storage device.

Please note: We provide a Windows laptop running Microsoft PowerPoint and Adobe Reader for PDF files. The laptop will have an available USB slot. We cannot guarantee that any other software applications or connection slots will be available.

If you choose to present from your own USB memory stick, please adhere to the following requirements to avoid unnecessary delays during the session:

1. Ensure that your USB storage device and your presentation are compatible with a Windows laptop running PowerPoint and Adobe Reader.
2. Arrive at the conference in time to test your presentation on the session-room computer during a coffee break or lunch break. This is especially important if you have developed your presentation on a Mac or in an application other than PowerPoint.
3. Arrive at your session at least 15 minutes early to meet the session chair and inform him or her of your intent to present from a USB stick.

Presenting from Your Own Laptop or Tablet

We strongly discourage the use of your own laptop or tablet for your presentation. Even in the best case, switching between multiple computers takes time, which disrupts the schedule and reduces the amount of time available to all speakers. In the worst case, any problems with connecting your laptop to the projector can completely derail a session. For these reasons, we strongly ask that you [submit your slides in advance](#) so that we can have them loaded onto the session-room computer and ready to go for your presentation. If that is absolutely impossible, please [bring your presentation to the conference on a USB memory stick](#).

If all else fails and we cannot convince you to use either of these two options for your presentation, please note the following:

1. We will provide a projector with a VGA input port. We cannot guarantee that any other type of input port will be available for connecting to the projector. We also cannot guarantee the availability of technical support to help you with connecting your laptop to the projector or any related technical issues.
2. You must ensure that you have all the connectors (and any required software drivers) to connect your device to the VGA input port of the projector. Due to the wide variety of devices and connectors on the market, we cannot provide connectors if you forget yours.
3. You should plan to arrive at the conference in time to test the connection between your laptop and the projector during a coffee break or lunch break. Ideally, you should do this well in advance of your presentation so that you have time to resolve any issues.
4. You must arrive at your session at least 15 minutes early to inform the session chair of your intent to present from your own laptop and to set up your laptop at the front of the session room. Your device must be set up and ready to go before the session begins. (Exception: If there are many such laptops and your presentation is late in the session, you may set up your laptop during the mid-session coffee break instead.)

Conference Proceedings

After the conference, the final program and presentation slides are published as downloadable PDF ebooks on Google Books. These ebooks are publicly available, so if we are to include your slides in them we need to have your express permission to publish your slides. When you submit your slides via our online dropbox, you will be asked to give your permission to publish the slides.

- If you select "No", we will not publish your slides in any way.
- If you select "Yes", your slides will be included in a PDF ebook that will be made publicly available on our website and on Google Books.

We will only include your slides in the ebook if you have given us express permission to do so. The copyright for all material included in the PDF ebooks remains with the original author.