



SPEAKER REQUIREMENTS GUIDE 2015

This guide provides the information you, as a speaker, will need to prepare for STC 2015. It is essential that all speakers read and adhere to the following deadlines! STC 2015 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"/>	3.1 Acceptance – Confirmation of your participation as a speaker.	R	Login to your presenter account at http://conference.usu.edu/stc/abstractsubmission.cfm and confirm your presentation	Now
<input type="checkbox"/>	3.2 Lodging Reservations	O	Make reservations at the headquarters hotel via the registration link on STC Website	ASAP
<input type="checkbox"/>	3.3 Last day for Presentation Summary and Objectives, Speaker(s), Co-Speaker(s), and Panel Member(s) Biographies submissions	R	Login to your presenter account at http://conference.usu.edu/stc/abstractsubmission.cfm and make any edits to your presentation	21 August 2015
<input type="checkbox"/>	3.4 Conference Registration	R	Complete online through the STC Website http://conference.usu.edu/stc/registration.cfm	18 September 2015
<input type="checkbox"/>	3.5 Presentation slides for Conference Proceedings online - <i>Electronic format</i> (uploading handouts optional)	R	Login to your presenter account at http://conference.usu.edu/stc/abstractsubmission.cfm and upload your presentation	25 September 2015
<input type="checkbox"/>	3.6 Optional Formal Paper	O	See instruction in section 3.6	25 September 2015
<input type="checkbox"/>	3.7 Additional Materials	O	See instruction in section 3.7	25 September 2015

2.0 Conference Proceedings

Due Date: 25 September 2015

STC 2015 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 2015.

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

3.1 Speaker Release and Consent Form (Required)

Due Date: NOW

All speakers are required to complete the Speaker Release and Consent Form. This form will serve as your commitment to participate in STC 2015 and indicates that you agree with and will abide by the presentation rules and deadlines, and ensures conference materials have been through the necessary approval processes and are released of all copy right restrictions. If any terms are not acceptable to your organization's standards, please contact USU Conference Management.

Login to IEEE-STC presenter site at <http://conference.usu.edu/stc/abstractsubmission.cfm> and click on "Speaker Release and Consent Form."

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 Hilton 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.

The Hilton Long Beach Hotel
701 W. Ocean Blvd
Long Beach, CA 90831
(562) 983-3436

Rates:

Group Rate – single/double: \$179 plus taxes
Prevailing Government Rate, currently \$138

3.3 Presentation Summary/Abstract and Biographies (Required)

Due Date: 21 August 2015

Login to the IEEE-STC presenter site (<http://conference.usu.edu/stc/registration.cfm>) to edit or submit abstracts and biographies. They will be posted on the STC 2015 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 2015 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: 18 September 2015

All speakers, co-speakers, and panel members must register for STC 2015. All registered speakers qualify for a discounted conference fee. This rate is reflected on the online registration form available via the STC website (<http://conference.usu.edu/stc/registration.cfm>)

3.5 Presentation Slides (Required)

Due Date: 25 September 2015

Your presentation must be in Microsoft PowerPoint format. You may upload your presentation file by logging in to the IEEE-STC presenter site (<http://conference.usu.edu/stc/registration.cfm>) and clicking on “Upload Powerpoint.”

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. 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.

Please bring a back-up copy of your presentation to the conference on a USB drive. **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.

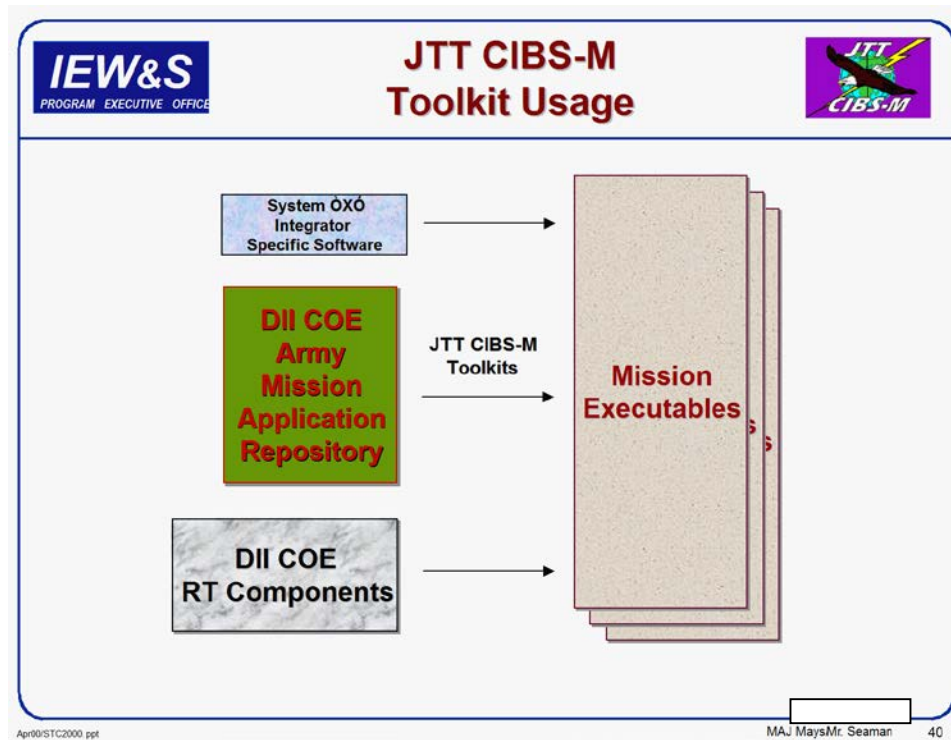
GUIDELINES

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-pont 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

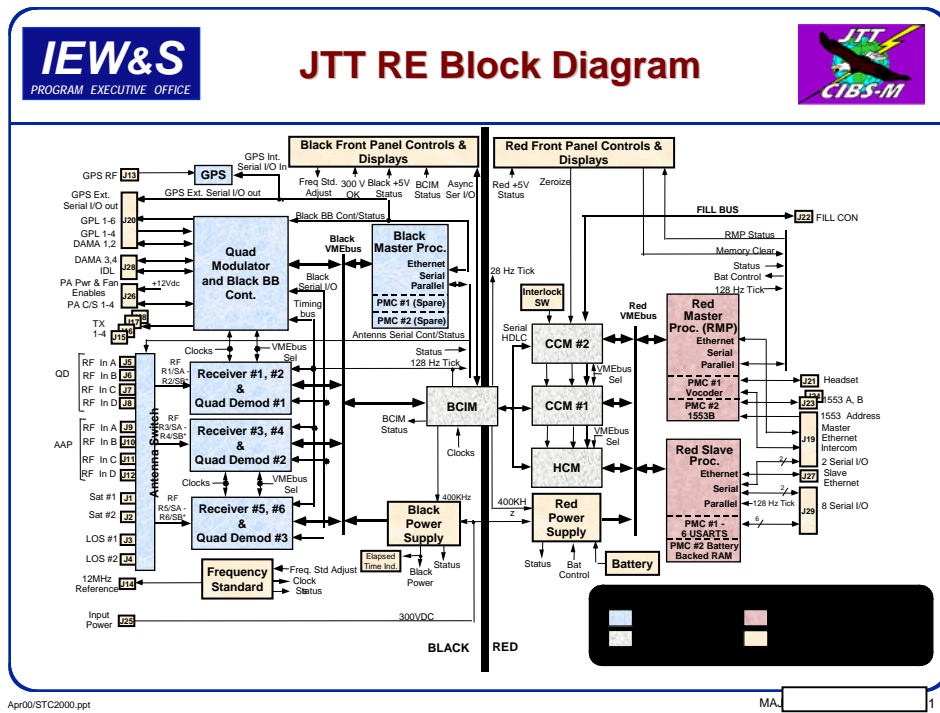
Maturity Levels composed of Process Areas

Goals are required ; implemented & institutionalized

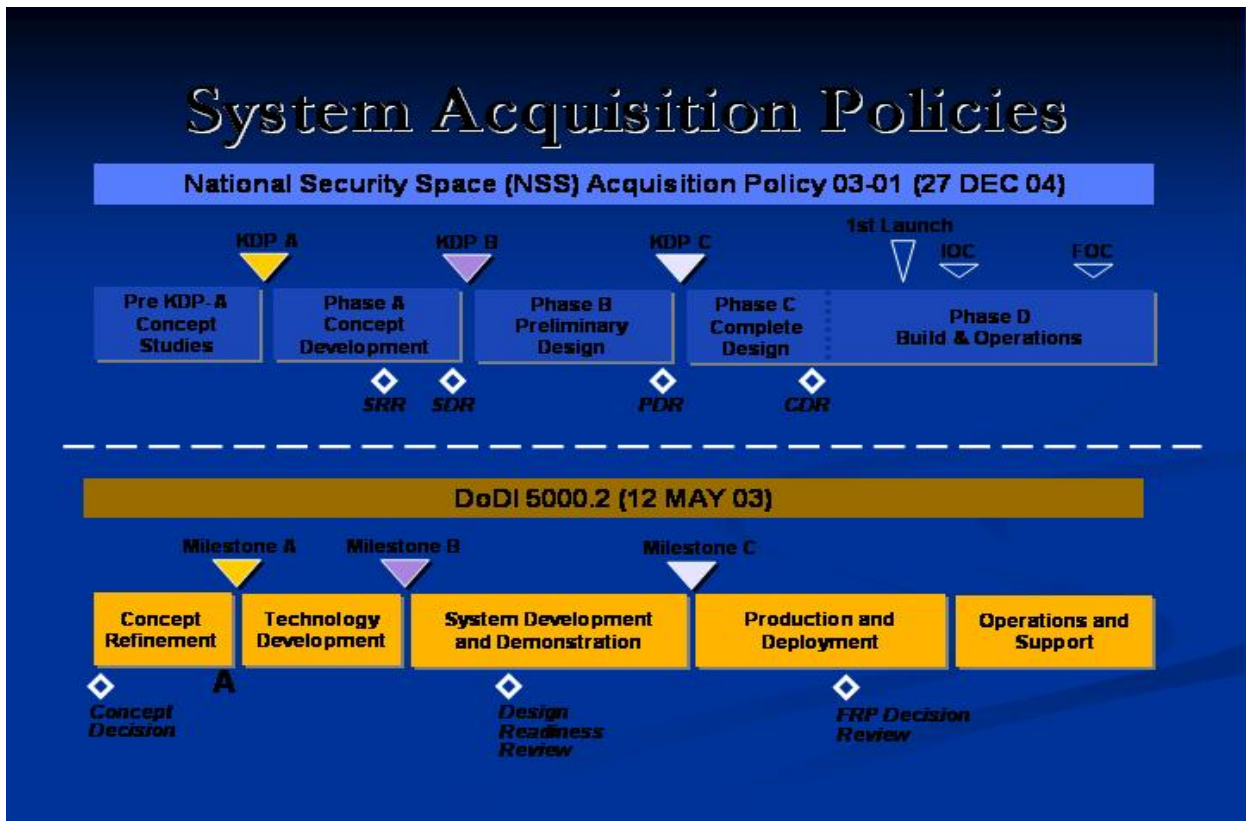
Practices are expected ; alternative practices are acceptable if effective at meeting the goals

All else is informative

Difficult to Read - Complex Slide



Difficult to Read – Dark Background with Dark Text



3.6 Optional Formal Paper

Due Date: 25 September 2015

Accepted papers will be published in the IEEE Xplore digital library. Your initial submission may be a full manuscript or, alternatively, an extended abstract of at least four (4) pages. A clear statement of the contribution is required. The submission should include:

- An introduction
- Problem definition and its importance
- Potential solution(s) tried to address the problem
- Analysis of the results / lessons learned
- Open research questions to be tackled or recommended follow-on activities
- References, as appropriate (mandatory for research papers)

Your final manuscript must not exceed eight (8) pages in length

At least one author must register for the conference, be in attendance, and present the paper in order for it to be published in IEEE Xplore.

•Final manuscripts must conform to the two-column IEEE conference publication format. Templates for Microsoft Word are available at:

http://www.ieee.org/conferences_events/conferences/publishing/templates.html

Copyright Release Form: Speakers must submit a copyright release form for their formal papers. If you have submitted a formal paper, it will be submitted to the IEEE Xplore Digital Library and the Computer Society Digital Library for posting. You will be contacted by the IEEE through e-mail with instructions regarding on-line submission of your copyright release form. Papers without a completed copyright release form will be excluded from the proceedings.

Final manuscripts, including the IEEE copyright notice on the first page, must be submitted to PDF eXpress, to produce IEEE Xplore-compatible PDFs.

PDF eXpress Instructions for: 2015 IEEE 27th Annual Software Technology Conference (STC)

Before Creating a PDF

- Add the copyright notice to the bottom of the first page of your source document.
- Proofread your source document thoroughly to confirm that it will require no revision.

Creating your PDF eXpress Account

- Log in to the [IEEE PDF eXpress™ site](#)
- First-time users should do the following:
 1. Select the *New Users - Click Here* link.
 2. Enter the following:
 - a. *35068X for the Conference ID*
 - b. *Your email address*
 - c. *A password*
 3. Continue to enter information as prompted.

An Online confirmation will be displayed and an email confirmation will be sent verifying your account setup.

Previous users of PDF eXpress need to follow the above steps, but should enter the same password that was used for previous conferences. Verify that your contact information is valid.

Contacting PDF eXpress Support

Access the [Publications Support Center](#) for IEEE PDF eXpress.

If you do not find an answer in the Find Answers tab, go to the Ask a Question tab.

Your question will be forwarded to IEEE PDF Support and answered within 3 business days.

You must also submit a copyright release form

3.7 Additional Materials to Support Conference Proceedings (Optional)

Due Date: 25 September 2015

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 Handouts" link on your task list in the IEEE-STC presenter site. Only the presenting author will be able to do this. These files will be posted on the website for participant access.

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 tyler.j.smith@usu.edu 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 and also in the general session and breakout rooms

6.0 Invitation Letters

Invitation Letters can be provided for registered attendees. Please contact tyler.j.smith@usu.edu to request a letter.

Invitation Letter Instructions

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

- ALL requests for invitation letters must have a conference confirmed/paid registration (attendee must have completed and paid conference registration for a letter to be issued)
- Attendee must request an invitation letter required for a visa applications
- An invitation letter will be issued to attendee via email
- Conference cancellation policy for all attendees applies

7.0 Questions about STC

Please contact us with questions:

IEEE STC 2015

USU Conference Services

Conference Planner/Meeting Manager: Joy Brisighella, CMP - 435-797-9270 - Joy.brisighella@usu.edu

Speaker Management: Tyler Jean Smith – 435 797-0462 – tyler.j.smith@usu.edu

Registration: JoAn Norton – 435-797-0424 – joan.norton@usu.edu