SPEAKER REQUIREMENTS GUIDE 2017

This guide provides the information you, as a speaker, will need to prepare for STC 2017. It is essential that all speakers read and adhere to the following deadlines! STC 2017 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
☐	3.1	Acceptance – Confirmation of your participation as a speaker.	R	Login to your presenter account at https://conference.usu.edu/system/login.cfm?eid=17141 and confirm your presentation	Now
☐	3.2	Lodging Reservations	O	Make reservations at the headquarters hotel via the registration link on STC Website	ASAP
☐	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 https://conference.usu.edu/system/login.cfm?eid=17141 and make any edits to your presentation	24 July 2017
☐	3.4	Conference Registration	R	Complete online through the STC Website	28 August 2017
☐	3.5	Presentation slides for Conference Proceedings online - *Electronic format* (uploading handouts optional)	R	Login to your presenter account at https://conference.usu.edu/system/login.cfm?eid=17141 and upload your presentation	28 August 2017
☐	3.6	Optional Formal Paper	O	See instruction in section 3.6	28 August 2017
☐	3.7	Additional Materials	O	See instruction in section 3.7	28 August 2017
☐	3.8	Request Visitor Access to NIST Facility Where Conference Sessions are being Held	R	See instruction in section 3.8	1 September 2017

2.0 Conference Proceedings

Due Date: 28 August 2017

STC 2017 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 28 August 2017.

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 2017 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 copyright restrictions. If any terms are not acceptable to your organization's standards, please contact USU Conference Management.

Login to IEEE-STC presenter site at https://conference.usu.edu/system/login.cfm?eid=17141 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 Holiday Inn Gaithersburg. This contracted hotel has a complimentary shuttle to and from the nearby NIST facility where conference sessions will be held. You may book your room online using the registration link on the STC website.

3.3 Presentation Summary/Abstract and Biographies (Required)   *Due Date: 24 July 2017*

Login to the IEEE-STC presenter site at https://conference.usu.edu/system/login.cfm?eid=17141 to edit or submit abstracts and biographies. They will be posted on the STC 2017 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 2017 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 August 2017*

All speakers, co-speakers, and panel members must register for STC 2017. All registered speakers qualify for a discounted conference fee. This rate will be posted on the online registration form on the STC website.

3.5 Presentation Slides (Required)   *Due Date: 28 August 2017*

Your presentation must be in Microsoft PowerPoint format. You may upload your presentation file by logging in to the IEEE-STC presenter site https://conference.usu.edu/system/login.cfm?eid=17141 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
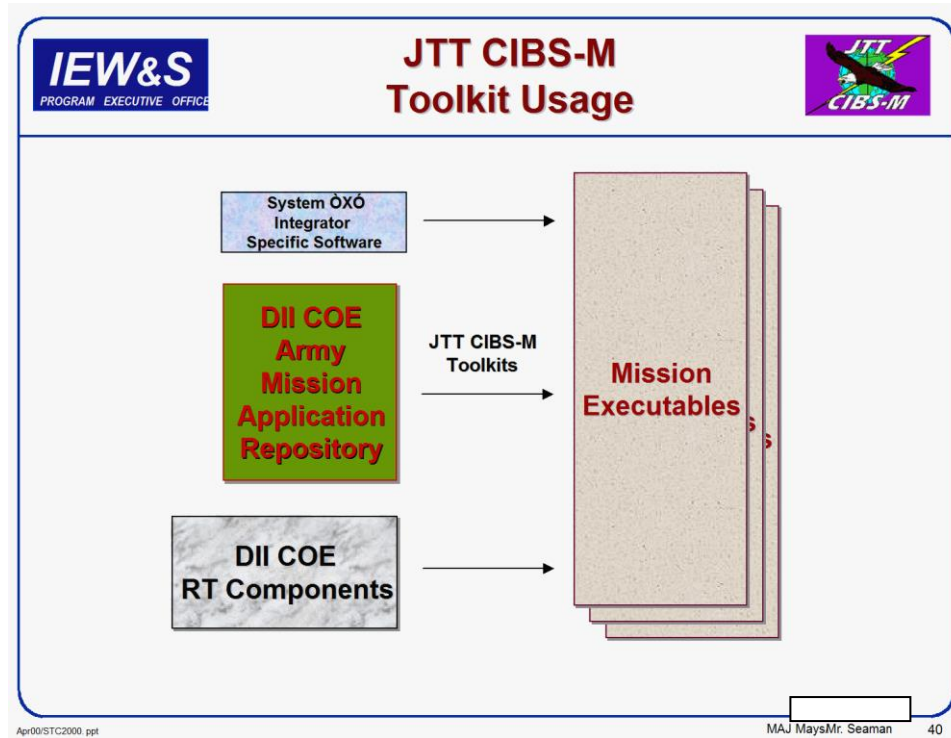
Easy to Read – Good Format; Main Points Listed

CarnegieMellon
Software Engineering Institute

CMM ᔆᴹ

Background -2

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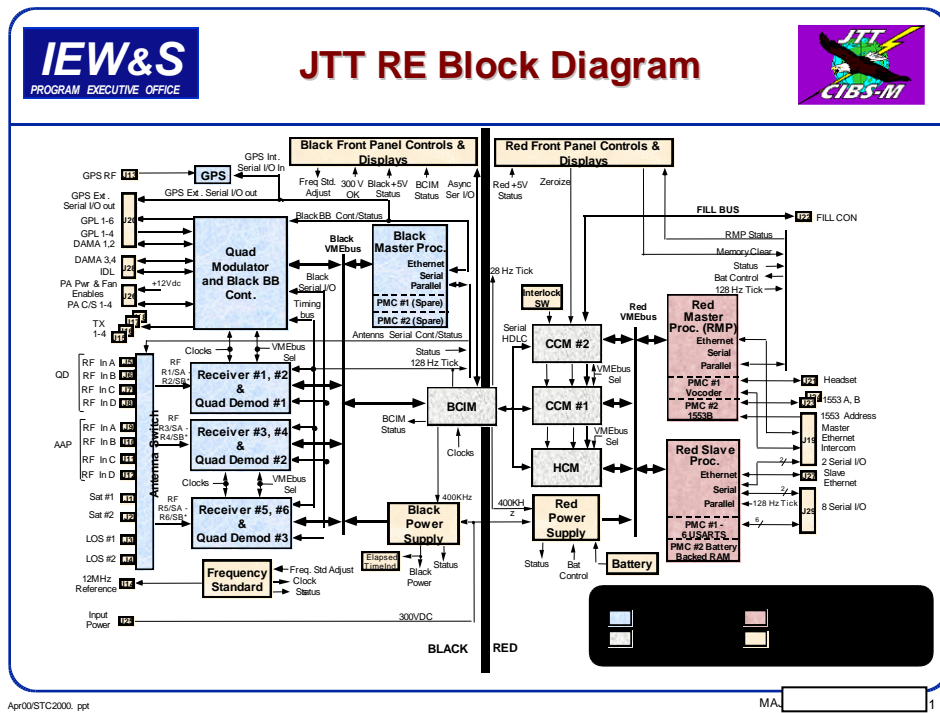SW-CMM v1.1

Maturity Levels composed of Process Areas

Goals are   required ; implemented &
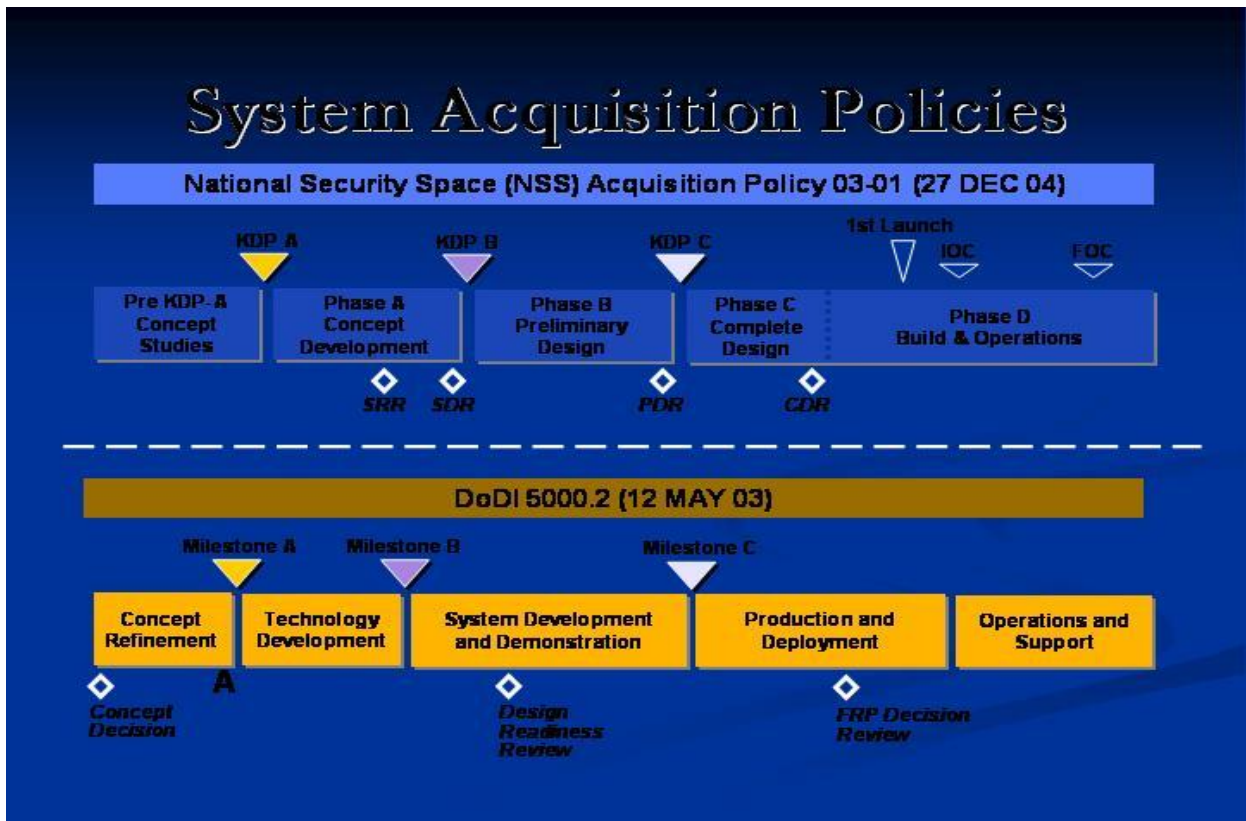institutionalized

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

5

3.6   Optional Formal Paper   *Due Date: 28 August 2017*

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 Instructions for your Authors
2017 IEEE 29th 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 TM site
First-time users should do the following:
1. Select the New Users - Click Here link.
2. Enter the following:
· **40890X** for the Conference ID
· your email address
· 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.
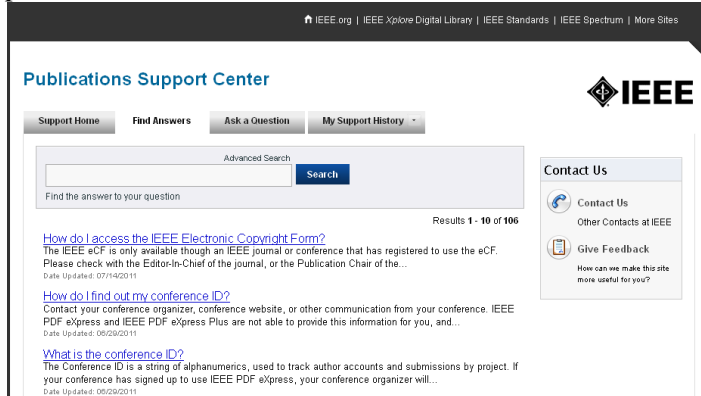
Contacting PDF eXpress Support

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: 28 August 2017

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. If you wish to provide printed handouts, you will be responsible for bringing the printed copies to distribute to participants.

3.8   Requesting Visitor Access to the NIST Facility – IMPORTANT *Due Date: 1 September 2017*

All guests to the NIST campus must have the following items available before entering the Visitor's Center: Photo I.D. (federally approved State issued driver's license*, Federal ID, or original passport) and Vehicle Registration Card.

NON U.S. CITIZENS PLEASE NOTE:All foreign national visitors who do not have permanent resident status must complete a NIST 1260 form (https://conference.usu.edu/stc/pdf/NIST_1260Form.pdf?v=1.1) for the purpose of a security check to enable access to the NIST campus. Authority to gather this information is derived from United States Department of Commerce Department Administrative Order (DAO) number 207-12. Do not put anything after "FOLLOWING REQUIRED FOR LECTURERS ONLY". Fax the completed form to +1 301-948-2067 no later than Friday, September 15, 2017. Do NOT email the form. Since it has Personally Identifiable Information (PII), we must report it as a cybersecurity incident if we receive it in email.

*Visitor Access Requirement: Under the REAL ID Act of 2005, NIST can only accept a state-issued driver's license or identification card for access if issued by states that are REAL ID compliant or have an extension. For further details, please visit:

www.nist.gov/about-nist/visit/campus-access-and-security

4.0 Presentation Timeslot Adherence

Your presentation has been assigned to a specific time slot. 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 Audio Visual Information

An LCD projector, 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. Should you have additional AV needs, there is no guarantee the conference will fulfill the request but please contact haley.anderson@usu.edu with any requests. 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 for VISA Purposes

Invitation Letters can be provided for registered attendees. Please contact haley.anderson@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 2017
USU Conference Services
Conference Planner/Meeting Manager: Joy Brisighella, CMP - 435-797-9270 – joy.brisighella@usu.edu
Speaker Management: Haley Anderson – 435 797-0462 – haley.anderson@usu.edu
Registration: Joan Norton – 435-797-0424 – joan.norton@usu.edu