# INDUSTRY WORKSHOPS & TUTORIAL SESSIONS
# PRESENTER GUIDELINES

The industry workshops and tutorial program is available online here: http://globecom2014.ieee-globecom.org/industry_program

Please find your assigned date in the program. The workshop and tutorial sessions will take place in the large meeting rooms 614-616 on the 6th floor of the Hilton Austin hotel. Tutorials and workshops are scheduled on Monday and Friday (Dec. 8 & 12, 2014). Morning sessions start at 8:30am and Afternoon sessions at 2:00pm. **Note**: *Specific workshop offer a pre-workshop tutorial starting at 7:30am. *Monday workshops offer demos (**"Demo Night"**) on the same floor with teaser talks between **5:30pm and 6:30pm**. Specific information on the location will be provided directly to the presenters via email.

**Demo night presenters' guidelines**:

Specific information on the location of the demos will be provided directly to the presenters via email soon!

**Shipment**: To ship the equipment and store them prior to the conference, here are the information about storage from the Hilton Austin hotel:

- It is not required to stay in the hotel

- $20 per package under 100 pound; $50 per package above 100 pound

- Please contact the Hilton Austin directly and ask for transfer to Business Center for storage reservations. The price and their policy might change.

The following equipment will be provided (at least):

   - 1 table 2 m x 1,20 m

   - 2 chairs

   - 2 power plug-ins 110V (60 Hz)

   - 1 big screen 30" - 40" (HDMI)


**Suggestions for a good workshop/tutorial presentations:**

http://www.comsoc.org/files/Conferences/10tips.pdf

**Suggestions for a good workshop panel session:**

1. Define a scope for the session so that the objectives for the session are clear and the session can be focused on meaningful information dissemination or exchange.

2. Prepare a schedule for the session that will allow for sufficient discussion involving the audience.

3. Discuss and get agreement from each participant in the session on the subject to be covered in the presentation by the speaker(s).

4. Obtain any presentation material from each of the panel session presenters well enough in advance to allow review.

5. Circulate the panel presentation material among the session participants so that all authors can learn what is in the other session participants' presentations.

6. Obtain biographies from each of the session participants so that they can be properly introduced.

7. Solicit discussion from the audience in advance of the meeting from knowledgeable individuals who will attend the meeting. You should also be prepared with questions of your own in case the discussion is slow in getting started.

8. Verify the pronunciation of names and biographical information of speakers for use in the introductions.

9. At the start of the session, introduce yourself and give a brief synopsis of the session.

10. Panelist presentations do not have to be of equal length. In general, however, it has been found satisfactory to allot 5-10 minutes for introduction of the panel and panelists, 10 to 15 minutes for each panelist presentation, with at least 45 minutes for moderated discussion and audience interaction.

11. Warn the speaker before time expires. Tell the speakers in advance what technique you will use to alert them.

12. It is very important to solicit participation from the audience in panel sessions and to allow sufficient time for questions and answers. At your choice, you may allow for questions immediately following a presentation, or keep all discussions

until after all of the presentations. State at the start of the session how questions will be handled. You should also:

13. Be prepared with your own questions if required to get the audience questions started.

14. Fairly allocate time so that all aspects of the session will be open for questions and comments from the audience.

15. Provide a summary of the main points addressed in the sessions, lessons learned, etc. at the end of the session.

Adapted from: http://www.ieee-pes.org/technical-session-guide-for-the-session-chair