

CMSE

Components for Military and Space Electronics

**February 10 -14, 2008
Sheraton Mission Valley Hotel
San Diego, California**

Instructions Speakers

Slides must be submitted by:

December 21, 2007

Please submit slides in Power Point via email or post to :

**CMSE
904 Bob Wallace Ave. Suite 117
Huntsville, Alabama 35801, USA
Tel: +1-256-536-1304 Fax: +1-256-539-8477
LHamiter1934@cti-us.com**

Instructions for Preparation of Slides for CMSE

Please follow these instructions carefully in preparing your slides for the CMSE Conference.

Speakers must submit the following:

1. Power Point slides of the presentation, which will be printed in the Conference Notes
2. Short biographies for each of the authors
3. The completed Publication Authorization Form, which is attached and available at www.cti-us.com under CMSE > Downloads - PDF > Publication. **Authors/Speakers are responsible for obtaining any Government Export License, if required.**

All slides should be prepared in Power Point and received by the requested date. Changes should not be made to your presentation after it is provided to CMSE. Any critical changes that have to be made must be received before publication in the Conference Notes. A computer and LCD Projector will be provided during the Conference using the slides submitted by the deadline. **A 35mm slide projector or overhead projector will not be available.**

Slide Presentation

You are requested to bring a backup copy of your presentation in Power Point on a USB memory stick or CD. The slides submitted for your presentation will already be installed on a computer for projecting.

- 1) Use heavy **black** or **dark** colored lettering, drawings, etc., on white or light pastel colored. background. Maximum contrast should exist between lettering and the background for black & white printing.
- 2) Slide content should be enough to fill the whole slide format.
 - a) **The first slide must contain: title of paper, names of all authors with speaker listed first, company name, address, phone and fax number, and speaker's email address.**
 - b) The size of lettering and symbols must be large enough to be read 70 feet from the screen.
 - c) Graphs should have no more than 10 divisions marked for each axis and adjacent colors should show substantial contrast. **Insure all Chart colors will print well in black and white** with plenty of contrast for adjacent chart colors for the Conference Notes. **Please verify this before sending presentation.**
- 3) Use slides with landscape format to ensure they will fit on the screen.
- 4) **All embedded photos and graphics must be in JPEG for compatibility with Pdf conversion for printing the Conference Notes.**
- 5) Only 8 to 15 slides are required for your 20 - 25 minutes presentation. Do not use more slides than you can discuss. It is annoying to delegates when the speaker flashes a bunch of slides and tells the audience to read them in the Notes. If the slide is not discussed, do not include in the presentation.

Conference Notes/Submission of Slides

Slides must be prepared in Microsoft PowerPoint (U.S. letter size in landscape page layout) and submitted before the deadline shown below. Please use common fonts where possible and provide, with your submission, any special fonts used. The Conference Notes will also be included on a CD in Pdf. **Do not submit slides in PDF, only Power Point will be accepted.**

Every slide presented in the talk must be included in the Notes. Since there are many pages to be published, speakers are requested to send their presentation in electronic format only. Slides will be printed as two per page for the Conference Notes, and the fonts & graphics must be large enough to be readable. To minimize a sales pitch view of your presentation, insure that your company logo and name are small enough to not overwhelm the material presented.

Text papers are not printed in the Conference Notes. Therefore, all presenters must have a Power Point presentation. If you desire the attendees to have a text paper of your presentation, you may bring copies to be picked up on a table in the rear of the meeting room.

Your electronic formatted presentation material must be sent to LHamiter1934@cti-us.com by email. Presentations greater than 15 mbyte will have to be sent via FTP or on a CD to the CTI office. For questions or any problems with these instructions, call (256) 536-1304 or email LHamiter1934@cti-us.com

Deadline for receipt of Slides is December 21, 2007

Publication Authorization

This signed form, appropriately completed, MUST ACCOMPANY OR BE SUBMITTED SEPARATELY for the slides to be published in the Notes of the **Components for Military and Space Electronics Conference**.

Title of Paper:

Authors:

AUTHORIZATION CONDITIONS

The undersigned desiring to publish the above slides in the Notes for the Components for Military and Space Electronics Conference, hereby authorizes CMSE the rights for publishing the slides royalty free. The undersigned also guarantees that all materials covered by this Publication Authorization has appropriate Company/Employer Approval and Government Technology Export License, if required.

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