



Dear Panelist:

Thank you for agreeing to present at the MicroTCA Summit 2008. The Summit will be held at the Westfields Marriot located in Chantilly, Virginia (near Washington Dulles Airport) from May 28 through May 30.

Note that you must register for the conference on the Web at <https://www.expotrashows.com/microtca/2008/>

We include in this email:

- Panelist Instructions
- Sample page to use as a guide for submitting brief statement to be published in the Proceedings.
- Summit Overview
- Proceedings Materials instructions and Request for Biographical Information
- Transfer of copyright form

You should fill out the forms and send them along with your Proceedings statement to:

[ellen@microtcasummit.com](mailto:ellen@microtcasummit.com)

Subject: MicroTCA Summit

Due date for material to be included In The Proceedings Is \*\*\* April 11, 2008 \*\*\*

Sincerely yours,

Lance A. Leventhal  
Program Chairperson, MicroTCA Summit  
[lance@microtcasummit.com](mailto:lance@microtcasummit.com)

## PANELIST INSTRUCTIONS

### SESSION STRUCTURE

Panel sessions will run from one to two hours. Each panelist should prepare a position statement lasting 3 to 5 minutes. The rest of the time will be devoted to audience questions and discussion.

### PREPARING YOUR TALK

#### Organization

The time limit restricts how many technical points you can expect your audience to absorb. A good guideline is to have no more than 3. This restriction will help focus the audience's attention on the most significant information.

#### Visual Aids

You should plan a slide for each key point. Each slide should have at most five major supporting concepts. When using PowerPoint, try not to overdo things. Small print, tiny figures, and odd color combinations can make your slides completely unreadable. We suggest you limit your text to 30 words per slide, and put figures and graphs on separate slides rather than crowding them in with the text.

Please provide your audience with copies of all your slides if they are not in the Proceedings. We will inform you of the expected attendance about two weeks before the conference.

#### Timing

You can expect to speak about six sentences per slide, which normally runs 1 to 1 1/2 minutes.

Do not run overtime. The chairperson will warn you when you are close to the limit.

#### Improving Your Mechanics

Put a few words in your notes to start your train of thought at each point. Be sure to add to the slides; don't just repeat what the audience can already see.

Try to make your talk interesting. Vary your approach, style, speed, and tone. Humor can help if it isn't in bad taste or insulting. Be sure to make eye contact with your audience (and not just with one person). Do not stare at your notes, the screen, or the floor. And keep your hands out of your pockets!!! Also do not talk into the screen or the floor, stand in front of the screen, or pace back and forth.

Try to say something original, surprising, or controversial. Raise significant issues; do not belabor the obvious.

## Answering Questions

Before answering a question, be sure that everyone knows what it is. (Note that people in back of the questioner usually cannot hear a thing) Repeat the question if necessary. Then answer the question concisely and directly. Ask other panelists if they have comments or additions. Restrict your answer to about two minutes. If someone wants more detail, ask him or her to meet with you afterward. Do not argue with questioners or other panelists. Let the chairperson manage the discussion.

## KEY HINTS FOR SPEAKERS

- Don't put too much on your slides. 30 words should be the maximum. And please no tiny figures or charts no one can read.
- Limit your lists to 3-5 points (shown to be the most people can comprehend at one time). If you have more, drop the less important ones or combine points into groups.
- Conclude your talk by indicating the 1 or 2 major ideas you think the audience should remember.
- Keep your hands out of your pockets!

## Sample One-Page Statement for Proceedings

### THE ROLE OF MICROTCA IN NEANDERTHAL APPLICATIONS

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The standard platform environment offered by AdvancedTCA, AdvancedMC, MicroTCA, and related specifications provide a highly flexible basis for carrier-grade system design. High-availability requirements, security needs, maintainability concerns, and high-speed fabrics are all important considerations in developing high-performance MicroTCA applications. Building blocks such as processor boards, communications boards, high-speed interfaces, memory boards, and storage subsystems can help telecom equipment designers provide the required synergy for categorizing distributed MicroTCA infrastructures.

Rebecca M. Sharp is a MicroTCA Product Manager at Jurassic Computer Enterprises. She was formerly the Chief Winged Monkey at the Wicked Witch's Castle. She received her B.A. degree in embezzlement from the Western New Guinea Correspondence School of Telecom Platforms. Ernest R. Worthing is a Staff Development Engineer at Jurassic Computer Enterprises. He was previously an assistant saber-toothed tiger at the La Brea Tar Pits.

Copies of the presentation are available at [www.jurassic.com/garbage/slides](http://www.jurassic.com/garbage/slides) or by e-mailing [rsharp@jurassic.com](mailto:rsharp@jurassic.com).

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## OVERVIEW of the SUMMIT

The MicroTCA Summit will be held on May 28 - 30, 2008 at the Westfields Marriot located in Chantilly, Virginia (near Washington Dulles Airport) . The Web site is at [www.microtcasummit.com](http://www.microtcasummit.com).

### GENERAL SCHEDULE

Wednesday, May 28 – Tutorials, Reception, and Issues Roundtable

Thursday, May 29- General Sessions, Keynotes, and Chat with the Experts

Friday, May 30- Special Working Session, Special Market Research Session, and ClosingSession

## PROCEEDINGS MATERIALS INSTRUCTIONS

The Proceedings will be distributed on CD.

Fill out a biographical form and write a panelist statement (see sample one-page statement above). You should also submit copies of your slides if you plan to use any (not required, but you can if you want to).

### DUE DATE:

Submit biographical material, a panelist statement, and optional slides (on MicroTCA Summit Powerpoint templates) for the Proceedings by \*\*\* April 11, 2008 \*\*\*. Don't forget to submit the Transfer of Copyright form.

Please send all materials \*\*\* IN .DOC (TEXT) OR .PPT (SLIDES) FORMAT \*\*\* to:

Ellen Thro, [ellen@microtcasummit.com](mailto:ellen@microtcasummit.com)

Subject: MicroTCA Summit

### POWERPOINT TEMPLATES

Please use the Powerpoint templates specifically generated for the MicroTCA Summit. Three sample PowerPoint templates (differing by color intensity) are available on the Website [For Speakers](#) page:

[http://www.microtcasummit.com/English/For\\_Speakers/For\\_Speakers.html](http://www.microtcasummit.com/English/For_Speakers/For_Speakers.html)

The [For Speakers](#) webpage lists “important deadline dates” for you and your panelists to remember, relating to:

- Online registration for speaker's badge
- Making hotel reservations



## TRANSFER OF COPYRIGHT

This form simply gives the Summit the right to publish your materials in the Proceedings. It does not preclude you from using or publishing them elsewhere or convey any ownership rights whatsoever.

Title of work:

Authors:

IMPORTANT NOTE: The primary author must sign this form.

I hereby transfer exclusively to the MicroTCA Summit, all rights granted to me by the copyright laws of the United States of America and other countries, subject to the reservations below:

1. The authors reserve all proprietary rights (such as patent rights) in this work.
2. The authors retain the right to republish the work in whole or in part and to use it in lectures, courses, journals, articles, other conference proceedings, or otherwise.

I warrant that the above work has not been previously published elsewhere, or, if it has, that I have obtained permission for its publication by the MicroTCA Summit and that I will promptly supply the MicroTCA Summit with wording for crediting the original publication and copyright owner.

Date:

Signature of primary author (Options: use digital signature OR sign this page in ink, convert it to PDF format, and email it to [ellen@microtcasummit.com](mailto:ellen@microtcasummit.com)):

Type your name:

Please return an executed copy of this form to:

[ellen@microtcasummit.com](mailto:ellen@microtcasummit.com)

Subject: MicroTCA Summit

## CORRESPONDENCE

Direct all correspondence and inquiries about the conference to:

### CONFERENCE MANAGER:

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