



Dear Tutorial Instructor:

Thank you for agreeing to present at the MicroTCA Summit 2008. The Summit will be held at the Westfields Marriot 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.expotracshows.com/microtca/2008/>.

We include in this document:

- Tutorial Participant 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

Subject: MicroTCA Summit

Due date for material to be included In The Proceedings Is *** April 9, 2008 ***

Sincerely yours,

Lance A. Leventhal
Program Chairperson, MicroTCA Summit
lance@microtcasummit.com

TUTORIAL PARTICIPANT INSTRUCTIONS

INTRODUCTION

Please remember that the MicroTCA Summit is a technical event. You can use your company's products as examples, but avoid sales pitches or detailed product descriptions. Keep your basic talk general and emphasize technical issues and questions.

PREPARING YOUR TALK

BASIC ORGANIZATION

The main constraint is the time limit. Tutorial talks will last 30 to 40 minutes, including a few minutes of questions and discussion. This limit restricts how many technical points you can expect your audience to absorb. A good guideline is to have no more than 15.

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 text.

You should have an initial slide with the title of your talk and your contact information (name, job title, affiliation, address, telephone, and email). You should also have a final slide covering sources of further information, such as books, magazines, conferences, technical societies, standards groups, and web sites. A few good sources, say 3 to 5, will do the job.

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.

You can expect to speak about six sentences per slide, which normally runs 1 to 1 1/2 minutes. If you have 20 slides, your presentation will run thirty minutes. This leaves five minutes for an introduction and a summary for each section.

IMPROVING YOUR MECHANICS

Jot down a few words 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, speed, style, 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 one person). Do not stare at your notes, the screen, or the floor. And keep

your hands out of your pockets!!! Also be careful not to stand in front of the screen, talk into the screen or floor, or pace back and forth.

Get your audience involved in your talk. Ask questions about people's backgrounds, interests, or major concerns, and note the responses. You may also want to pose hypothetical questions to get your audience thinking about how your talk relates to them.

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 or by e-mailing rsharp@jurassic.com.

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.

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 Closing Session

PROCEEDINGS MATERIALS INSTRUCTIONS

The Proceedings will be distributed on CD.

DUE DATE:

Submit slides (on MicroTCA Summit Powerpoint templates), position statement , and biographical material for the Proceedings by *** April 9, 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

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

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):

Type your name:

Please return an executed copy of this form to:

ellen@microtcasummit.com

Subject: MicroTCA Summit

CORRESPONDENCE

Direct all correspondence and inquiries about the conference to:

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