

## Proposal Presentation Guidelines

Bidding teams for conference proposals may be invited to present before the Conference Board (or Steering Committee) only after the bidding team has submitted a qualifying proposal. Representatives from the bidding team must physically present their bid to be considered for approval. The cost for preparing the presentation and traveling to attend the meeting is borne by the bidding team members.

### What to Expect

The agenda for the Conference Board meeting will be tentatively set a few weeks prior to the meeting. The agenda will typically place the proposal presentations in the first hour of the meeting. The meeting is typically held in the evening hours after dinner.

Electronic copies of materials must be provided to the Manager Conference Services two (2) months prior to your presentation. She will ensure that all Conference Board members have access to these materials via a secure web site.

When you arrive in the city where the meeting is being held, please contact the Manager Conference Services. Contact information will be provided a few days prior to your arrival. Provide her with your onsite contact information including telephone numbers and email.

Arrive at the meeting room 5 minutes before the start of the meeting and take a seat in the foyer. When the board is ready someone will come get you and guide you to your designated seat. You will be given 5 minutes in the meeting room to set up your presentation. You will have access to a LCD projector and projection screen.

Your presentation will be limited to 10 minutes followed 10 minutes for questions. You will be given 5, 2 and 1 minute warnings. At the end of 10-minutes you must stop so the next group can be called into the room and set up for their presentation or the Conference Board to commence with their discussion.

Be prepared to respond to questions ranging from customs to security; from hotel accommodations to local attractions; from airports to visa requirements.

The Conference Board will provide a recommendation to the Signal Processing Society Board of Governors. The Board of Governors meets two or three days after the Conference Board.

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If the Board of Governors agrees with the Conference Board's recommendation a site inspection may be required.

- A member of SPS Conference Services department will travel to the proposed location within a few months of ICASSP.
- If a member of SPS Conference Services has been to the proposed location within the past five years, this step may be skipped.

The Board of Governors will consider the proposal that has been endorsed by the Conference Board after the site inspection at the next meeting. Typically the Board meets at ICIP in the autumn.

A notice is sent to the General Chairs of the proposing teams when the Board of Governors has made the final decision. It may be as long as one year from the date the letter of intent is received until a final decision can be announced.

The winning bid will be notified by the Vice President of Conferences.

### How to Prepare a 10-Minute Presentation

- **Use presentation software.** It is convenient and ensures that your presentation has a clear structure and something for the Board members to take away.
- **Be very clear about how much time you have** - and stick to that time in preparing and delivering your presentation. It's very difficult to 'cut' a presentation at the event itself, so it's a mistake to run out of time. Most presenters prepare too much material; but nobody ever complains that a presentation was too short (it always allows more time for questions).
- **E-mail your presentation to the Manager Conference Services in advance.** She will read it through, check that it looks fine, and confirm that with you.
- **Ensure that the slides look good.** This does not necessarily mean that they look flashy - although suitable pictures or illustrations are very effective - but it does mean using a consistent format and typeface and readable colors.
- A presentation should only have **20 slides**, and **each slide should contain around 25-35 words**. Too many words and your audience will have trouble reading the material; too few words and you're likely to be flashing through the slides and spending too much time clicking the mouse.
- **Make appropriate use of pictures.** It's a good idea to break up text with photographs of the location and in particular the venue where the conference may be held.
- The **last slide should contain the appropriate contact details**: certainly e-mail address and possibly cell phone, the web site of your organization, and any personal website or weblog if you have one.