IEEE Signal Processing Society

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 should be provided to Conference Services Staff two (2) weeks prior to your presentation. They will ensure that all Conference Board members have access to these materials via a secure web site.

Arrive at the meeting room 5 minutes prior to the start of the meeting or as advised by the Sr. Manager Conferences. Please wait outside the meeting room. 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 including a question and answer period will be limited to 20 minutes. You will be given 3 and 1 minute warnings. Please ensure you allocate time at the end of you presentation to address any questions the Board may have. At the end of the presentation, a Q&A period must be completed so the next team may be inivited in to present

Please 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.

If the Board of Governors agrees with the Conference Board's recommendation, a site inspection may be required. If required, the site inspection may need to be done before the Board of Governors will consider the proposal endorsed by the

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Conference Board.

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 Sr. Manager Conferences.

How to Prepare a Short 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** - adhere to that time in preparing and delivering your presentation. It's very difficult to 'cut' a presentation at the event itself. Most presenters prepare too much material; but a concise presentation allows more time for questions A presentation should have approximately 20 slides, and each slide should contain around 25-35 words.

- **E-mail your presentation to Conference Services Staff**. They will review for completeness and send a confirmation.

- **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**: including e-mail address, the web site of your organization, and any personal website or weblog if you have one.