

Speakers' guide tcworld conference 2010

November, 3 - 5, 2010
Rhein-Main-Hallen
Friedrich-Ebert-Allee
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<http://www.rhein-main-hallen.de>

Content

Timeline	2
Contribution to the conference proceedings	3
Purpose	3
Length and format of the contributions	3
During the conference	4
Conference documents.....	4
Schedule and room of your presentation.....	4
Technical and organisational questions.....	4
Tips for a successful presentation	5
Miscellaneous	6
WLAN	6
Fees and reimbursement of travel expenses.....	6
For further questions please contact	6

Timeline

(By) when	What	Contact
May 21, 2010	You receive a formal confirmation by email that you are invited as a speaker to the conference.	Ms. Meike Wiehl m.wiehl@tekom.de +49-711-65704-44
June 11, 2010 at the latest	Please confirm by email that you have received the confirmation and that you will participate in the conference as a speaker.	Ms. Meike Wiehl m.wiehl@tekom.de +49-711-65704-44
June 30, 2010 at the latest	Check the abstract of your contribution on the conference website and let us know immediately if any corrections or changes are necessary. http://www.tekom.de/tagung/vortrag.jsp?start=0	Ms. Meike Wiehl m.wiehl@tekom.de +49-711-65704-44
June 30, 2010 at the latest	Check your personal details and CV on the conference website and let us know immediately if any corrections or changes are necessary. ☞ http://www.tekom.de/tagung/referenten.jsp?start=0	Ms. Meike Wiehl m.wiehl@tekom.de +49-711-65704-44
September 20, 2010	Send your contribution to the conference proceedings to tekom. ☞ Format requirements see on page 3 „ Contribution to conference proceedings “	Ms. Meike Wiehl m.wiehl@tekom.de +49-711-65704-44
September 2010	Book those events offered in the cultural programme that you want to take part in. ☞ http://www.tekom.de/tagung/rahmenprogramm.jsp	tekom, member and customer services info@tekom.de +49-711-65704-0
September 20, 2010 at the latest	Book your hotel room ☞ http://www.tekom.de/tagung/hotels.jsp tekom does have a allocation of rooms in Motel One for overseas' speakers. Pls. do contact M. Ibele latest 20.09.	Marlies Ibele m.ibele@tekom.de +49-711-65704-53
September 20, 2010 at the latest	Pls. do let us know which days you will participate the conference (Wednesday, Thursday and/or Friday) ☞ You don't have to register seperately for the conference!	Marlies Ibele m.ibele@tekom.de +49-711-65704-53
September 30, 2010	In case you need any special technical equipment (apart from LCD projector, screen, flipchart) send us your request. ☞ standard equipment see on page 4 „ Technical and organisational question “	Marlies Ibele m.ibele@tekom.de +49-711-65704-53
November 2, 2010	6:00 – 8:00 p.m.: Come to the registration desk in the venue to collect your conference pack, name tag, lunch tickets, etc.	
November 2, 2010	6:00 p.m.: Speakers' briefing on organisational questions. The room will be announced in the venue.	
November 3, 2010	7:30 a.m.: Opening	
November 3, 2010	8:30 a.m.: Welcome session – official conference start	

Contribution to the conference proceedings

Purpose

The printed conference proceedings are given to each conference attendee upon arrival at the conference. It enables the attendees to

- know the content of the presentations beforehand and make their selection
- read the content of those presentations they cannot attend

The contribution to the conference proceedings shall

- summarize the essentials of your presentation in a running text

Submission deadline is September 20, 2010!

Length and format of the contributions

Texts

- Length: 2 pages, approx. 6000 characters (excluding blanks)
Format: Word or rtf
- Please integrate tables in the text
- No type formatting
- No manual vertical spacing

Graphics

- No more than 3 graphics
- Format: Please submit graphics in separate tif or eps files
- Resolution: at least 300 dpi
- Colours: Black & white or levels of grey
- maximum width: 123 mm
- If you created your graphics in PowerPoint, please don't convert them but send the original in a separate file

Useful information you might include

- Bibliography or links
- Your email address for questions

Text formatting

We provide a style sheet with defined formats which we ask you to use for the text. The style sheet is also available on the conference website, on the right hand side under „Information for speakers“: www.tekom.de/conference

During the conference

Conference documents

Arriving at the conference venue, please go to the registration counter „Speakers“. The conference documents include

- Name tag
- Lunch tickets
- Conference proceedings
- Certificates for workshop attendees in case you hold a workshop
- Tickets for the events offered in the cultural programme you have booked previously

Schedule and room of your presentation

To know at what time and in which room your presentation is scheduled, please check the conference programme on the conference website: <http://www.tekom.de/tagung/vortrag.jsp?start=0>

Technical and organisational questions

Each conference room is equipped with:

- LCD projector (resolution 1024 x 768)
- screen
- speaker's desk with a fixed microphone
- workshop rooms are also equipped with a flipchart

Mobile microphones are usually NOT available.

**Please request any additional technical equipment by September 30
from: Mrs. Marlies Ibele, m.ibeale@tekom.de**

Please bring with you:

- Your own laptop
- Your presentation slides on an external medium (CD, memory stick, ...)
- Handouts in case you wish to distribute them to the attendees (unfortunately we cannot provide copies!)

Room attendants

In each room – if possible - will be a person who will assist you if problems occur. His tasks are:

- Call the person in charge in case of technical or organisational problems
- Make sure that only the officially admitted persons are attending in the workshops
- Distribute feedback forms to the attendees and collect them after the workshop

Please come to the lecture room at least 15 minutes before your presentation starts in order to check if everything is ok!

Tips for a successful presentation

Our audience expects:

- Current topics
- Presentations that have a practical focus and are useful for the daily work
- Objectivity – no marketing, no sales pitches!
- Clear and logical structuring of the presentations
- Clear and understandable wording – Please explain technical terms if necessary!
- Fluent and capturing way of speaking
- Sufficient time for questions
- Competent answers to their questions

**After the conference, we'd like to publish your presentation slides on www.tekom.de
Please send your slides in PDF format to: webmaster@tekom.de**

Miscellaneous

WLAN

Speakers can get free vouchers at the registration counter in the entrance hall of the Rhein-Main-Hallen.

Fees and reimbursement of travel expenses

As a matter of principle, we cannot pay fees nor assume travel expenses for speakers. In exchange for the contribution speakers are invited to attend the conference free of charge on all three days under the following conditions:

- Presentations: one speaker (no co-speakers!)
- Partner presentations, tutorials and workshops: two speakers
- Panels: all panellists as well as the moderator.
Panel presenters can request reimbursement of travel expenses according to the tekomp statutes.

Workshop speakers are offered an allowance of 150 EUR per conducted workshop.

University teachers who are speakers can request reimbursement of travel expenses in case their respective university does not assume the expenses. Reimbursements are made according to the tekomp statutes.

For further questions please contact

Questions concerning the content of speaker slots and proceedings:

Ms. Meike Wiehl, division committees & international affairs
phone: +49-711-65704-44, email: m.wiehl@tekom.de

Questions concerning conference organisation:

Ms. Marlies Ibele, project manager conference/trade fair
phone: +49-711-6 57 04-53, email: m.ibeale@tekom.de