Guidelines for Speakers
Joint ITU-IEICE-IEEE Workshop on Education about Standardization
Saint Petersburg, Russian Federation, 2 June 2014
ITU Kaleidoscope 2014 side event

Congratulations for being a speaker at the "**Joint ITU-IEICE-IEEE Workshop on Education about Standardization",** which will be held at the Bonch-Bruevich Saint-Petersburg State University of Telecommunications (SPbSUT), 2 June 2014.

The programme has been organized as follows:
- Opening Plenary
- Two sessions
- Closing
- Third meeting of the TSB Director's Ad hoc Group on Education about Standardization

1. General guidelines

1.1. Event liaison

TSB (ITU-T Secretariat) is always ready to assist you during the workshop planning process. Please don't hesitate to contact us at kaleidoscope@itu.int anytime.

1.2. Summary of actions from Presenters and related deadlines

You are kindly requested to send the following deliverables to kaleidoscope@itu.int (with a copy to your Session Chair) within the corresponding deadlines:

- A **short biography** (in WINWORD format) **and** a good quality **photo** by **19 May 2014.** All these details will be posted on the conference website.

- A **final version of your presentation on or before 26 May 2014**.

- We would like to remind you to kindly **register** to this workshop, if you haven't done so already, using the online registration form available on the K-2014 website http://www.itu.int/online/regsys/ITU-T/misc/edrs.registration.form?_eventid=3000647). If you also wish to attend the Kaleidoscope academic conference 2014 - that will take place from 3 to 5 June 2014, please register online at http://www.itu.int/online/regsys/ITU-T/misc/edrs.registration.form?_eventid=3000637.

Note that speakers are required to enter a mobile phone number when registering. This is to help us contact you during the event should you have any problem.

1.3. Where to find up-to-date information

The event website will be regularly updated with information including logistics, programme, templates, and is accessible from the following URL: http://www.itu-kaleidoscope.org/2014 - Side events.

Please consult the event's page for the specific time of your presentation and check the website from time to time for other updates to your session and/or for the workshop.

1.4. Logistics
- **Location** – The workshop will take place the Bonch-Bruevich Saint-Petersburg State University of Telecommunications (SPbSUT). *Badges* will be available to be picked up at the *registration desk* for the conference.

- **Accommodation** – Information on hotels and special rates for participants are available at the K-2014 webpage.

- **Visa** – please note that Russian Federation requires entry visa from most countries.

2. Session Presentations

Each Session has a Session Chair. Their contact information is available below. They will be in touch with you with more information regarding the specific time for your intervention and are available should you have any questions regarding your session.

Time slot for your intervention
A *maximum* time slot of **15 minutes** is allocated to each intervention, there included time for introduction, summary, and questions from the audience.

2.1. Presentation material

Presentation time is critical: each speaker has 15 minutes allocated for presentation. We recommend that presentation of your slides should take about **10 minutes**, leaving 5 minutes for introduction, summary, and questions from the audience. To achieve appropriate timing, we recommend you to organize your slides around the points you intend to make, using no more than **8/10 slides**. A reasonable strategy is to allocate about two minutes per slide when there are equations or important key points to make, and one minute per slide when the content is less complex. Slides attract and hold attention, and reinforce what you say – provided you keep them simple and easy to read. Plan on covering at most six points per slide, covered by six to twelve spoken sentences and no more than about two spoken minutes.

For a harmonized look-and-feel of the workshop material, kindly use the **workshop presentation template** ("Speaker's corner" section). Note that ITU will publish presentations on the website only in PDF format. As a **mandatory** minimum, the cover page of your presentation must use the workshop presentation template.

2.2. Points of notice

1. All presentations will be made publicly available on the workshop website in **PDF format only.** By accepting to speak at this event, authors/speakers grant an implicit authorization for ITU to post their presentations online, unless stated otherwise.
2. Due to the limitation of data space on our web servers, please try to **limit** the size of your final presentation to **2 Mbytes**.
3. During the workshop, all session speakers will be asked to present using a Windows XP computer provided by the University connected to a projector. This will suffice for most presentations; however, some may require **special software** (e.g. movie players, sound clip players, etc) that may not be available on the supplied computer. For more elaborate presentations, your laptop may be more appropriate to conduct the presentation. Please inform kaleidoscope@itu.int should this be the case for your presentation. **If your PowerPoint slides include embedded audio or video files, please be sure to provide TSB with a copy of the relevant materials (movies, sound clips, etc) separately along with your final presentation**.
4. Speakers are requested to make sure that the content of the presentations is **not** of a commercial nature. This will be grounds to refuse material at the event.
5. Speakers will be asked to meet their Session Chairs in the meeting room 15 minutes before the session begins (unless otherwise agreed with the session Chair).

2.3. Session Chairs contact information

Session #	Name	Email
Session 1: Organizations supporting education about standardization	**Ken Krechmer** (University of Colorado, USA)	krechmer@csrstds.com
Session 2: Academic initiatives on education about standardization	**Maurizio Talamo** (University of Rome Tor Vergata and Nestor Laboratory, Italy)	talamo@nestor.uniroma2.it