

Workshop and Demonstration of Advances in ICT Standards for
Public Warning
19-20 October 2006

Guidelines for Speakers

Where to find up-to-date information

Information on your session, including session objective, presentation time slots and speakers' information will be posted on the Schedule-at-a-Glance < <http://www.oasis-open.org/events/ITU-T-OASISWorkshop2006/schedule.php>>. Please find in the website for the specific day and time of your presentation and check the website from time-to-time for other updates on your session and the workshop.

Event liaisons

A Session Organizer will be responsible for planning the structure and content of your session. A Session Organizer will be contacting you shortly with more details.

In addition, an OASIS staff person will be available to assist with any questions regarding the workshop. Please feel free to contact: Jane Harnad at jane.harnad@oasis-open.org.

Time slot

Generally a time slot of **20 minutes** is allocated to each presentation. Should you feel that you need more time, please check with your Session Organizer whether that would be possible. In addition, a question & answer period will be planned and discussed by your Session Organizer.

Presentation materials

We suggest a 20-minute presentation should consist of roughly 15 slides. If you have additional slides, you may put them in a "back-up slides" section at the end of your slide set. Those additional slides may be useful for those who download the presentation from the website (see below).

For a harmonized look-and-feel of the workshop materials, all presentation slides should be developed using PowerPoint with the workshop template. Template details are below.

Points of notice

- All presentations will be made publicly available on the workshop website.
- Due to the limitation of data space, please try to limit the size of your final presentation document not to exceed **2Mbytes**.
- During the workshop, all speakers will be asked to present using a PC computer provided by the ITU-T 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 those more elaborate presentations, your laptop may be a more appropriate tool to conduct the presentation. Please inform your Session Organizer if this is the case for your presentation. Also, please be sure to provide a copy of the relevant additional materials (movies, sound clips, etc) along with your final presentation.
- If you have a full-length paper (in WinWord or PDF format) in addition to your PowerPoint presentation, we will be happy to also make it available from the workshop website.
- The workshop meeting room will include the following standard equipment: wireless Internet access, a computer projection unit, PC computer (with PowerPoint), screen, podium w/microphone, and table-top microphones.
- A Session Chair will moderate all workshop presentations. Speakers will be asked to meet their Session Chair in the meeting room 15 minutes before the session begins. This will allow speakers ample time to test the AV equipment and to meet with their Session Chair to address any final concerns or questions.

Actions

All speakers are kindly requested to send the following documents within the corresponding deadlines:

- A **short biography** (in WINWORD format) preferably with a good quality **photo**), a **short abstract** (summary) including the **final** title of your presentation to: **OASIS by 15 September (Friday), 2006**. All these details will be posted on the workshop website as soon as it is received.
- A **draft copy of your presentation slides** (in the PowerPoint format), using template provided on the website to: **OASIS by 29 September (Friday), 2006**.
- A **final version of the slide presentation** by **11 October (Wednesday), 2006 to: OASIS**.

Logistics

- **Workshop location** – all functions associated with the workshop will be held at the:
The ITU Headquarters - Montbrillant Building
2 rue de Varembe
1211 Geneva 20, Switzerland
- **Accommodations** – for a list of hotels in Geneva offering bookings at ITU preferential rates, please go to: <http://www.itu.int/travel/accommodations.asp>
- **Area maps** - general information on Geneva, including maps, weather, and transportation may be found at: <http://www.itu.int/travel/geneva.html>
- **Registration** - admission to the workshop is free, however, registration is required for security reasons. Advance registration, which is strongly encouraged, will be open until **16 October 2006**. Speakers may register using the online form found at: http://itu.int/cgi-bin/htsh/edrs/ITU-T/scripts/edrs.ITU-T.workshops.form?_eventid=28.

Special Note: Onsite registration opens on **19 October (Thursday), 2006** at 08:30 hours at the ITU Headquarters, Montbrillant Building. A valid, ITU-issued badge will be required to gain access to the facilities.

Deadlines

#	Deliverable	Template	Deadline
1.	Submission of a short biography (in WinWord format), preferably with a good-quality photo , to: OASIS	1 WS Abstract Template.doc	15 September (Friday), 2006
2.	Submission of the final title and abstract (in WinWord format) for the presentation, to: OASIS	1 WS Abstract Template.doc	15 September (Friday), 2006
3.	Submission of the draft version of the presentation slides (in PowerPoint format), to: OASIS	2 WS Speakers presentation template.ppt	29 September (Friday), 2006
4.	Submission of any additional materials (full-length paper, other information papers, other materials connected to the presentation), to: OASIS		29 September (Friday), 2006
5.	Submission of the final version of the presentation slides (in PowerPoint format), to: OASIS	2 WS Speakers presentation template.ppt	11 October (Wednesday), 2006
6.	Provide contact information including a mobile phone number on which you can be reached during the workshop, to: OASIS		11 October (Wednesday), 2006
7.	Provide flight arrival time and date - it you will arrive in Geneva after the workshop starts, to: OASIS		As soon as possible/when flight tickets have been purchased