



I3M Sessions: Guidelines for the Paper Speakers and Authors

Dear Author thanks for your support to I3M, if you was selected for presenting your paper during I3M Sessions (EMSS, HMS, MAS, IMAACA or DHSS) it means that your paper passed successful through an high selective review process, please pay attention in preparing your presentation and in following reviewer comments in order to maximize the impact of your paper; remember that I3M best papers are published on International Journals and have a significant influence over a large and qualified audience, so to deliver an outstanding presentation is a great opportunity for you.

Prior to your presentation be sure to **Meet with Your Session Chair (check I3M Program)** and to **Arrive at your Conference Room location at least 10 minutes before your session** time; Conference Rooms are equipped with Beam Projectors, check with Your Chairman that your presentation is working properly; you should use this time to familiarize yourself with the podium set up / equipment without forgetting to respecting other speakers similar needs.

At the beginning of each I3M Session, the Session Chair will introduce the session and then the Authors. Each Authors will take the stage based on I3M Program sequence and deliver his presentation. The Session Chair will use **Alert Cards** to let each Presenter know when they are at 3 Last Minutes and at Exhausted Time. When time is up, the Session Chair will stand and thank the Presenter and ask the audience if they have any questions. **Going over the allotted time is not permitted.** Don't be surprised if you are interrupted after exceeding your allotted time slot! Doing so takes time from other presenters and messes up the schedule. **Practice your presentation so that you do not go over the allotted time (15').**

The I3M Author Presentation Checklist is following in order to provide guidelines able to help you in preparing an outstanding I3M presentation:

- Be sure to arrive in the Conference Room at least 10 minutes before the Session Starting Time and introduce yourself to the Session Chair; check Conference map to be sure to don't get lost last minute
- Guarantee your capability to successful deliver your presentation with available equipment as well as with your own Software/Hardware
- Check your allotted time with Session Chair before session starts: usually 15 minutes is the maximum for your speech plus 3 minutes devoted to questions and speaker change/introduction
- Memorize the time at the beginning of your speech and be sure to respect your time slot
- Look at the audience when you deliver your speech and check periodically the Session Chair to verify if any Alert Card or Request to Speedup/Close Your Speech due to time limits is showing up
- Be sure to bring with you a standard PDF version of your presentation in order to avoid any problem with different software releases
- Check the quality of your slides respect screen resolutions compatible with the Audio Visual and Computer Support equipment (800x600 is usually pretty reliable)
- Note that color contrast of the projection equipment in use at the conference is not as good as viewed on your PC monitor; poor color contrast between text and background will make your presentation illegible, so avoid pale contrast between text, graphics and background.
- Choose your font sizes with care; small fonts may not be legible when viewed by conference attendees not seated near the front of the presentation room
- Note that overly complex graphics may not be legible when viewed on the conference projection equipment.
- Please avoid excessive use of PowerPoint transitions. Transitions can often add to your presentation; however, too often they are over-used and abused, distract from the presentation material, and introduce unnecessary delays. Please use good judgment.
- Please be sure to be autonomous in term of hardware and software, especially, if you plan to deliver animations and demonstrations during your speech
- No internet services are expected to be available during the presentation, if you need web resources be sure to guarantee the connection by yourself at high level of reliability or move to have local duplicate resources/data
- The I3M Sessions are public and unclassified, you are responsible for properly setting the presentation by including material that is free to be presented to the I3M audience. I3M deny any responsibility in term of copyrights, trademarks, classification, IPR or confidential issues related to your presentation and You, by registering as speaker to I3M conference, accept full responsibility about these issues.
- I3M is a scientific conference, so be sure to avoid use of Commercials in the Scientific Session
- Please note that your Conference room is provided with a beam projector for being connected to Computers by VGA; the conference room size don't requires microphones; laptop and computers are not installed in the room, even if probably many ones are available, by chance, among session attendees and Chair; so please note that computer presence is not guaranteed and that you are responsible for having a computer for delivery your presentation; if you have any problem or additional need please contact your Session Chair to face these issues.



I3M Quality Form

Location: I3M2012 - Wien, Austria

Attended Conference(s) (multiple checks are allowed):

- EMSS / HMS / MAS / IMAACA / DHSS / I WISH / Other _____

Attended Days, Sessions (multiple checks are allowed):

- Monday 9:00-10:30 / 11:00-12:30 / 13:30-15:00 / 15:30-17:00 / 17:15-18:45 / _____
- Tuesday 9:00-10:30 / 11:00-12:30 / 13:30-15:00 / 15:30-17:00 / 17:15-18:45 / _____
- Wednesday 9:00-10:30 / 11:00-12:30 / 13:30-15:00 / 15:30-17:00 / 17:15-18:45 / _____
- Thursday 9:00-10:30 / 11:00-12:30 / 13:30-15:00 / 15:30-17:00 / 17:15-18:45 / _____

Please provide your evaluations by grades moving from 0 (very poor) to 9 (very good)

	Conference Average Scientific Quality	Quality of Conference Attendees	Networking Opportunities	Added Value for Attending the Event	Project and Business Opportunities	Int. Journal Connection	Conference Added Value vs. Fee	Social Activities	Location	Venue	Available on Site Services	CD Proceedings	Hardcopy Proceedings	Conference Package	Web Service before Conference	Paper Review & Selection	Conference Desk	Conference Rooms	Program Chairs	Track Chairs	Session Chairs
EMSS							NA		NA	NA	NA			NA			NA				
HMS							NA		NA	NA	NA			NA			NA				
MAS							NA		NA	NA	NA			NA			NA				
IMAACA							NA		NA	NA	NA			NA			NA				
DHSS							NA		NA	NA	NA			NA			NA				
Cax Forum							NA		NA	NA	NA			NA			NA				
Special Session							NA		NA	NA	NA			NA			NA				
Workshops							NA		NA	NA	NA			NA			NA				
							NA		NA	NA	NA			NA			NA				
							NA		NA	NA	NA			NA			NA				
Overall I3M																					

Please provide a synthesis/comment on the most interesting positive aspects of I3M:

Please provide a synthesis/comment on the possible improvements for I3M and a suggestion for I3M 2013 Site:

Please let us to know if you are interested in attending next year I3M:

- YES NO May Be

Please let us to know if you are interested in supporting next year I3M:

- YES NO

In case please let us to know your availability as (multiple checks are allowed):

- Track Chair Session Chair
- Tutorial Chair Paper Reviewer

If you like to provide us your references for being involved in Next Year I3M please fill-up the following info and sign it.

Name: _____ Affiliation: _____ Email: _____

Address: _____ ZIP: _____ Town: _____ Country: _____

I hereby authorize the use of my personal details and data for Conference Organization by I3M Organizers:

Site: Rome Date: _____ Signature: _____