



# IEEE MTT-S INTERNATIONAL MICROWAVE SYMPOSIUM

*Microwaves Across the Pacific*

June 3–8, 2007  
Honolulu, Hawaii  
[www.ims2007.org](http://www.ims2007.org)



## Paper Presentations at the Symposium

Congratulations on having your paper accepted for the 2007 International Microwave Symposium. All corresponding authors should have received an email with details regarding the presentation type, date, and time of their presentation, along with contact information for their session chairs.

### Guidelines for Oral Presentations

Authors who are selected for the short 10-minute, full 20-minute, and Focus Session talks at the Symposium should do two things. First, read the witty and entertaining [article by J. F. White](#) on how to give a good presentation, even if you are an “old pro” at giving talks. This is located on the Author Information web page. Second, use the [Power Point Template](#), also located on the Author Information web page, to prepare your slides. Be sure to bring a copy of your presentation on a USB drive and another copy on a CD-ROM as backup. Do not bring transparencies. Overhead projectors will not be available this year. Do not bring 35mm slides. Plan ahead, practice your presentation, and adhere strictly to the time constraints given in the [Power Point Template](#). Note that 20-minute talks typically run 17 minutes with 3 minutes for questions, while 10-minute talks are usually 8 minutes with 2 minutes for questions. As part of the instructions for preparing good slides, save the power point template to your computer, and then open it. Choose **View => Notes Page** to see additional information concerning each slide.

Here are some guidelines to guide you in your preparation:

1. The Speaker Preparation room (HCC 303A) will be open from 7am to 5pm each day.
2. Presentation PCs will have Microsoft Office XP and Adobe Acrobat 8.0 installed.
3. USB “stick” drives and CDROMs are the recommended ways to upload files onto the technical session computers.
4. The Speaker Preparation room (HCC 303A) is not linked to the technical session computers.
5. The general policy is to not allow personal computers to be used because this causes very annoying delays. In cases where special effects (movies, or running software) are to be used, exceptions can be made. Please contact your Session Chairperson by no later than May 30 to discuss the feasibility of implementing any special effects and to allow for any necessary room preparations.
6. Arrive early for your session so that you have ample time to meet the Session Chairperson, review your biography, and upload your presentation.

7. Please join your Session Chairperson at the speaker's breakfast on the morning of your presentation. This year, the speaker's breakfasts will be held in the Honolulu Convention Center room HCC 323.
8. Visit <http://www.ims2007.org> for late breaking information and updates.

It is helpful to contact your session chair by email prior to the symposium to confirm the presenter of the paper, and ensure that the chair has the presenter's brief biography.

## **Guidelines for Interactive Forum Presentations**

The Interactive Forum provides an opportunity for the presenter to engage in direct discussions with small groups of interested viewers. Be prepared to use your time in the Interactive Forum to explain your work and to answer specific questions. Software and/or hardware demonstrations are welcomed and encouraged. The Interactive Forum papers are organized by topics so that papers on similar topics will be grouped together.

If you are assigned to participate in an Interactive Forum, you can find additional information on the conference website including guidelines to help you in your preparation. ([PDF](#))

## **Special Symposium Issue**

The IEEE Transactions on Microwave Theory and Techniques (T-MTT) will publish a Special Issue devoted to the conference with substantially extended papers based on papers presented at IMS-2007. As a guide, papers submitted for publication in the special issue must have 60% new information as compared to that in the IMS-2007 paper. In the journal submission, the IMS Digest paper must be referenced and should be put in context and there should be a minimum amount of repeated material. The papers must be submitted electronically. You must not submit your paper or the same results to another conference or journal while your paper is under consideration. Manuscripts submitted to the Special Issue will be subject to the same reviewing criteria as regular papers submitted to T-MTT. Complete information may be found by visiting [http://www.ims2007.org/SI\\_guidelines.html](http://www.ims2007.org/SI_guidelines.html).

Please see the following web site for additional author information and a checklist to be completed and included in your email: [http://www.mtt.org/publications/Transactions/for\\_authors\\_transactions.htm](http://www.mtt.org/publications/Transactions/for_authors_transactions.htm)

## **In conclusion**

We hope that you find the structure and layout of the author submission and preparation process easy to use and informative. We'll see you in Honolulu, Hawaii for IMS2007!

Best Regards,

Dr. Jon Hacker  
*IMS2007 Electronic Paper Manager Chair*

Prof. Tatsuo Itoh  
*IMS2007 Technical Program Committee Chair*

For late-breaking information updates please visit the conference web site: <http://www.ims2007.org>