

Speaker Kit Index

CMG Accepted Paper/Speaker Instructions	2
Instructions for Preparing Papers	4
For the CMG Conference Proceedings	
CMG Paper and Presentation Policy	6
CMG Presentation Guidelines	7
Visual Aids for CMG Presentations	8
CMG Dry Run Request Form	9
CMG Author's Evaluation of Editor Form	10
Speaker Presentation Handouts	11

CMG® ACCEPTED PAPER/SPEAKER INSTRUCTIONS

Paper Submission for Printed Proceedings & CD-ROM Production

- Final papers are due at CMG Headquarters **by September 17, 2004**. Please submit a machine-readable copy of your paper in Word 6.0 or higher or in PDF format by the deadline to the paper submission system at <http://www.cmg.org/conference/cmq2004/papersystem.html> . Late papers are automatically removed from the final conference agenda.
- **The primary author, as specified on the abstract submission form, is assumed to be the speaker.** Authors who cannot meet their commitment to attend the conference must notify CMG Headquarters immediately.
- All papers and presentations must conform to CMG policies (see the CMG Paper and Presentation Policy.)
- If you have special needs addressed by the Americans with Disabilities Act, please notify CMG Headquarters by October 22, 2004 CMG Headquarters will coordinate the special need accommodations.

Conference Registration Discount

- CMG offers one author or co-author per accepted paper a 50% discount on the conference registration fees. This discount will be applied to either the pre-registration or onsite registration fees.
- To receive this discount, use the special registration form that was mailed to you or you can register online at <http://www.cmg.org/conference/cmq2004/reg.html> & follow the link at the bottom of the page. Make sure when you are filling out the form to use the discount authorization code **AUTH4**.
- If the author/co-author is a one-day attendee, he or she will receive a complimentary one-day registration in lieu of the discount. If the paper has more than one author, the authors may choose who will receive the complimentary registration.
- Speakers and co-authors are encouraged to **register by October 15, 2004** to take advantage of the lower early registration fee.
- Speakers and co-authors are encouraged to attend the entire conference and avail themselves of all the benefits the conference has to offer.
- All speakers are required to register for the conference as a regular attendee or as a one-day attendee. All other categories of registration (e.g., Exhibitor) will prohibit the speaker from presenting and fully participating in all conference activities.
- Co-authors are expected to register and attend the conference as a regular attendee or one-day attendee if they intend to participate in the presentation.

Paper Preparation

- Your assigned Editorial Review Board member should contact you by Monday, August 23, 2004. If they do not, contact them and, if necessary, CMG HQ.
- Final papers must be substantially the same paper that was refereed for acceptance.
- Final papers are due to CMG HQ **on or before September 17, 2004**.

Presentation Preparation

- Review the CMG *Paper and Presentation Policy* provided in this kit.
- Check that the Audio/Visual setup is appropriate for your needs (see A/V details).
- Prepare visuals and handouts.
- Rehearse your talk. Present at a CMG regional meeting. CMG provides a "dry run" room onsite at the conference. Sign up to present your paper to a mock audience by completing the Dry Run Request Form and returning this with your camera-ready papers to CMG HQ.
- Send your Session Chair a copy of your presentation materials and a brief profile of yourself to use as your introduction **by November 12, 2004**.

At The Conference

- If you pre-registered, pick up your registration materials at CMG's pre-registered area. If you are registering onsite, go to the regular onsite registration counter.
- If you have not done so, arrange to meet with your Session Chair. Communicate your speaker profile and question-taking policy.
- Be in your assigned conference room 15 minutes prior to the start of your session.

Role of the Session Chair

- A Session Chair has been assigned to each session. Your Session Chair is responsible for introducing you (and your co-authors if present), assisting you during your presentation, keeping time, and ensuring that all CMG policies and procedures are followed. The Session Chair represents CMG at your session.
- The Session Chair may have to interrupt the session to maintain order and enforce CMG policies.
- If you have questions about logistics, Audio/Visual requirements, or have a problem you need to discuss, call your Session Chair. You will be notified in late October who has been assigned as your session chair.

Session Time Allocation

- Most sessions are normally 60 minutes in duration - some are 90 minutes.
 - 60 min. sessions are 50 minutes presentation, followed by 10 minutes Q & A
 - 90 min. sessions are 80 minutes presentation, followed by 10 minutes Q & A
 - The Session Chair will notify the speaker(s) when five minutes are left in the presentation.

Note: *If you requested a 30 minute presentation it has been scheduled within a 60 or 90 minute session with another presentation. All 30 min. presenters should bring their presentation on a common media such as a CD or thumb drive to Session Control the day before their session or for an afternoon session by the morning before.*

Audio / Visual Equipment

- Each session room is equipped with 1 projection screen, 1 LCD projector, and microphones (clip-on and/or floor).
- If you require any additional A/V equipment, you must request this equipment **in writing** to CMG HQ no later than October 22, 2004. Some specialized equipment must be approved in advance.
- CMG cannot provide items such as personal computers, monitors, or TV projectors.

INSTRUCTIONS FOR PREPARING PAPERS FOR THE CMG CONFERENCE *PROCEEDINGS*

Prepared by the CMG Conference Committee
30th Annual International Conference of The Computer Measurement Group, Inc.
December 5 -10, 2004
Las Vegas, Nevada USA

This article contains instructions for preparing camera-ready papers for the printed CMG Conference Proceedings. This section of the paper is used for the abstract and should be no more than 600 characters in length, centered, and italicized. The abstract margin settings should be set at 1.5" from the left and right sides of the page.

The CMG Conference *Proceedings* will be printed directly (with no size reduction) from the camera-ready papers submitted by you. There will be no proof-reading, editing, or corrections made to your submissions. Therefore, it is important that you carefully follow the instructions given below in order to ensure high-quality publications. Papers not complying with the instructions may be rejected for inclusion. Note that this page has been prepared according to the desired format.

CAMERA-READY PAPERS

Layout Specifications

1. Printed papers in the Conference *Proceedings* should not exceed a **maximum of 12 pages**.
2. Prepare your paper on ordinary 8.5 x 11" (216 x 279 mm) pages.
3. The general layout and appearance of the paper should be like the template of these instructions. You must provide the abstract, introduction, methods, results, discussion, conclusions, and references in separate sections. The abstract should contain the important keywords that describe your work.
4. Use the two-column, single-space format. Use a column width of 3.35", with a space of 0.3" between the columns. Fully justify the text in each of the columns.
5. Leave margins of .75" on all sides of your paper. **Do not number the pages of your paper.**
6. Print the title of the paper in bold, capital letters of size 14 points. Use regular characters of size 12 for

the names and affiliations of authors, which should follow the title. Use the full width of the paper for the title and author list, and center these lines.

7. There should be two lines space between the title, author/affiliations, and the abstract. Separate the abstract from the text by three lines.
8. Use regular characters of size 10 for the text of the paper.

Fonts

Use a sans-serif font such as Arial (this document) or Helvetica instead of a serif font like Times Roman or Courier. This document will be electronically scanned and a sans-serif font will provide cleaner text recognition.

Figures

Paste or insert figures where needed. Figures may span both columns if necessary. Each figure should have a number and a caption. Make sure that figure captions and labels are readable, with a point size not less than 8. **Do not use poor quality photocopied illustrations, gray-scale, or color photographs.**

References

An example of a reference is:
[NICK93] K. Nickeas and P. Ridder, "Performance Engineering: A Virtual Reality," CMG Trans. **80**, 53-64 (1993).

Acronyms

Define all acronyms and abbreviations when they first appear in both the abstract and the main body of the

paper. Please make sure all copyright and registered trademarks are acknowledged using footnotes or an acknowledgment section at the end of the paper.

Equations

Number equations consecutively, and punctuate properly around equations that are parts of sentences.

Questions

If you have any questions about preparing your paper for the *Proceedings* or for duplication on CD-ROM, please contact CMG HQ at 1-800-436-7264 or fax your concerns to 856-401-1708.

CMG PAPER AND PRESENTATION POLICY

The Computer Measurement Group's Paper and Presentation Policy is focused on two issues related to presentations during CMG sponsored events:

- Avoiding marketing and sales-oriented material in presentations involving commercially available computer related products.
- Prohibiting remarks which are disparaging, derogatory or defamatory about any product, vendor, service and/or person.

The policy is applicable to all speakers, regardless of their affiliation, whose presentations describe the use of, or involve, commercial products.

What is a Product?

A *product* is defined as any computer related software, hardware, and/or service.

What is the Policy?

CMG's policy is to eliminate sales and marketing presentations from the Conference Program and CMG publications. Sales and marketing presentations are allowed only during scheduled Exhibitor Presentations.

- CMG promotes advances among the users and vendors of computer-related products and services.
- CMG encourages scientific inquiry and experimentation that may result in product comparisons among competing vendors.
- CMG advocates investigation into differing methodologies for analyzing and/or evaluating computer related products.

Promoting a methodology based solely on the functions and features of a commercially available computer related product is not acceptable. Promoting the sale of specific products or services is expressly prohibited.

It should be stressed that mentioning a product by name is not a violation of this policy. However, doing so in a manner that is promotional in nature or disparaging toward another product is a violation of this policy.

Disparagement

Disparaging remarks about computer related products, vendors, services, or persons during a CMG sponsored event (Exhibitor Presentations included) are prohibited.

ALL CMG participants are expected to maintain a standard of professional conduct that avoids disparaging comments about any product or service. Although participants may indicate the advantages or limitations of a particular product or service, they must refrain from making derogatory or defamatory comments about any product, vendor, service, and/or person.

Illustrations of Policy

This policy is **not** intended to restrict authors from writing papers or presenting studies that include references to products. Describing the internals of products are acceptable if the focus is on the technical methods employed to accomplish a positive function, such as a new application of a queuing equation within a product. Technical papers or presentations that reference products should not focus on why the product or any of its features is the only solution to a problem, even if that is true.

Product comparison case studies are also acceptable and encouraged. They must be addressed in an objective rather than a subjective fashion and must be supported by measurable results. Statements such as "The Belchfire 800 is a dog" would be unacceptable where a statement such as "The Belchfire 800 does 0-60 in 25 seconds" would be an objective and factual representation.

Materials may be subject to review prior to publication or presentation and may contain product trademarks, company logos, and the like. The mere presence of these markings in the materials presented at the conference does not violate this policy. The vast majority of speakers at the CMG conference are sponsored by their employers and some recognition of that sponsorship is entirely acceptable.

Decisions as to interpretation of this policy are the purview of the CMG Officers, Board of Directors, or their designated representatives. Violation of this policy will result in termination of the presentation in progress.

CMG[®] PRESENTATION GUIDELINES

Preparation

- Visuals must be clear and easily read in a large room (assume the room is at least 100 feet long.) Never use copies of typewritten pages or listings.
- Ensure that the presentation clearly and simply states your subject. If in doubt, simplicity is always the safest rule.
- Define all technical terms, acronyms and unique vocabulary.
- Provide handouts, if possible.
- Practice the presentation in front of colleagues.
- Time the presentation so it is correct for the timeframe allotted: 30, 60 or 90 minutes total, including questions.
- Provide your Session Chair with a brief personal background, which can be used to introduce you.
- Inform the Session Chair whether you will accept questions during the presentation.
- Inspect the room at least 15 minutes before the session begins. Inform the Session Monitor if special items are not as you requested. Make special requests before the session starts.
- Practice using a pointer.
- Review the *CMG Paper and Presentation Policy* well in advance of the conference.

Presentation

- Use the microphone.
- Keep command of the presentation at all times. You are the authority, keep control.
- Use eye contact to ensure you are being understood. Elaborate if the audience is not following your concepts.
- Speak loudly and enunciate clearly.
- Always talk to the audience - it is all right to point at the screen for emphasis or clarity, but do not talk to the screen.
- Keep presentation and comments in line with CMG's *Paper and Presentation Policy*.
- End your presentation by focusing on or restating your main conclusion.

Participation

- Humor can add to your presentation – but it should be related to your topic and in good taste.
- Pick up the pace of your presentation if you sense that the audience is restless or inattentive.
- Listen to questions before you attempt to respond. Ask for clarification, if necessary. Always repeat the question for the benefit of the audience.
- Answer questions to the best of your ability. Do not be afraid to say "I don't know, but I will try to get you an answer later."
- Again, keep control of the session.

VISUAL AIDS FOR CMG[®] PRESENTATIONS

Papers at the CMG conference are presented in large meeting rooms. Some rooms can hold well over 1,000 people. It is important that visual aids used for the presentations be constructed to accommodate the large rooms.

In recent years, the single greatest concern expressed by conference attendees on their conference evaluation forms has been speaker visual aids. The lettering has often not been large enough to be seen by the people in the room.

- ♦ The standard audio/visual equipment for a session room consists of (1) large screen and (1) LCD projector.
- ♦ When developing your visual aids, use the "100 foot test." Create a slide, project it, and then attempt to view it at a distance of 100 feet. During your presentation at CMG there will literally be hundreds of people who are trying to do just that. If you can easily understand the contents of the slide at a distance of 100 feet, then your visual aid will be appropriate for the conference.
- ♦ CMG recognizes and appreciates the support employers provide in the development of the papers and presentations. To acknowledge that support, you are encouraged to use your corporate logo or name on the title slide for your presentation.
- ♦ A table of contents, outline, or agenda is strongly recommended to begin your presentation. This provides an overview of the material that will be discussed. Individual slides following the overview should identify the points being discussed and possibly provide some supporting data. Keep the slides as simple and uncluttered as possible. Too much detail makes them difficult to comprehend and impossible to decipher at a distance. Your paper, printed in the CMG *Proceedings*, is the primary reference document. Refer to it during your presentation, if necessary. Don't try to duplicate all its detail, subtlety, and nuances on your slides.
- ♦ End your presentation with a slide stating the conclusion or results of your work.
- ♦ The title of this page uses a 20 point font. Consider that a **minimum** point size when you develop your visual aids.

CMG[®] DRY RUN REQUEST FORM

If you would like a member of the Program Committee to critique a dry run of your presentation at the conference, please complete the following information:

Author Name _____ Paper Number _____

Session Date _____ Time _____

Please select a dry run start time during one of the following time periods.

Monday	8:00 a.m. - 5:00 p.m.
Tuesday	8:00 a.m. - 5:00 p.m.
Wednesday	8:00 a.m. - 5:00 p.m.
Thursday	8:00 a.m. - 5:00 p.m.

First choice Day: _____ Time: _____

Second choice Day: _____ Time: _____

The day, time, and location of your dry run will be confirmed in the fall.

Please return this form to:

CMG Headquarters
151 Fries Mill Road, Suite 104
Turnersville, NJ 08012
1 (800) 4 FOR CMG or (800) 436-7264
(856) 401-1700
Fax: (856) 401-1708

CMG[®] AUTHOR'S EVALUATION OF EDITOR FORM

Author Name _____ Paper Number _____

We need your assistance as an author, in evaluating the effectiveness of our Editorial Review Board (ERB) process. **We ask that you complete the following information and return this form with the final camera-ready copy of your paper by September 17, 2004.**

Any additional comments or suggestions are appreciated. If you have any questions, feel free to contact CMG HQ at 1-800-4 FOR CMG (800-436-7264).

Were you contacted by a member of the ERB? _____ Date contacted: _____
Comments:

Was the assistance of the ERB member of value in preparing the camera-ready final of your paper? _____
Comments:

ADDITIONAL COMMENTS AND SUGGESTIONS (use back of form if necessary):

SPEAKER PRESENTATION HANDOUTS

At CMG conferences, the attendees really appreciate handouts for the sessions they attend. We will make these copies for you if we receive your files **by October 22, 2004**.

In addition to making paper copies for your sessions, CMG will be including all speaker handouts on the CMG website under our Members Only section. Please send your PowerPoint presentations for this special section.

Handouts must be submitted via the paper submission system at the following address: <http://www.cmg.org/conference/cmg2004/papersystem.html>

For each paper that has been accepted there is an *upload handouts* link. You are only able to upload your handouts once for each paper.

These handouts will be printed in black and white.

After October 22, 2004, you will have to provide your own handouts. They can be printed on-site, but you will be responsible for any costs incurred. Please help us so we can help you.

If you have any questions, please call CMG HQ at 1-800-436-7264.