

## SPEAKER-INFORMATION-IEEE-CPMT-SCV-2016

[www.cpmt.org/scv](http://www.cpmt.org/scv)

### For Presentations at IEEE SCV-CPMT Chapter Lunch and Dinner Meetings

#### PREFACE:

The SCV-CPMT Chapter endeavors to provide speaker presentations for its members and guests that meet the following objectives –

- Technical and/or market research orientation
- Leading edge or “hot” topics
- **No sales or marketing slant (A MUST)**
- **No proprietary or confidential information**

#### PRESENTATION DURATION:

Sole presenters (i.e., a single speaker for the lunch or dinner presentation) are limited to an hour: **45-50 minutes for the presentation and 10-15 minutes for Q&A**. Additional audience interaction is possible after the close of the meeting on an “off-line” basis.

Presentation duration for multiple presenters is determined by the presentation moderator and the number of presenters.

#### PRESENTATION LOGISTICS:

Our chapter provides an **LCD digital projector** for connection to your laptop computer; a lectern, microphone and amplifier set is also available.

If you need any other equipment (e.g. if you are not carrying a laptop but have a memory stick or CD-ROM with your presentation) please notify your CPMT contact of your computer/audio/visual needs at least one week in advance of your presentation.

To enable access to a wider audience in addition to the audience present during the presentation, your presentation may be simulcast (played live online using meeting software like Webex or GotoMeeting) to enable remote attendees to join in, real time. Simulcasting the presentation can enable a broader reach of audience and increase coverage to other geographic chapters of IEEE for whom your presentation may be of interest.

In addition to Simulcasting, your presentation may be made available to chapter members post-event as a recording (slides and audio). The recording will be made available only to paying members of the chapter on an on-demand basis.

#### PRESENTATION MATERIALS:

Presenters are requested to provide the **title** of their presentation, a one or two paragraph **abstract/description** of their presentation, and a two or three paragraph **biography**, in electronic form (in ".doc" or ".rtf" format) **at least six weeks (and preferably 2 months)** prior to their presentation. This material will be used for promoting your meeting presentation through our Chapter website; the SF Bay Area's e-GRID Magazine, circulation to other IEEE Society Chapters and to other Associations and Societies, etc.

Presenters are requested to provide an **electronic copy** of their presentations in **.PPT format** either before the meeting date or at the start of their presentation. This file should be emailed to the webmaster (below) or given on a memory stick or CD-ROM to either the Program Chairperson or the Chapter Chairperson, and should be the original Powerpoint file (.ppt). **Please obtain prior permission from your organization to provide any material to us.**

*(more ...)*

This electronic copy will be distilled to a compact PDF (two slides to a sheet) and the PDF will be posted for access by interested parties at our IEEE-CPMT-SCV chapter webpage [www.cpmt.org/scv/](http://www.cpmt.org/scv/) and our CPMT Society webpage is <http://cpmt.ieee.org/> , Announcements are of the form, <http://www.cpmt.org/scv/meetings/cpmtYYMM.html> for dinner meetings and <http://www.cpmt.org/scv/meetings/cpmtYYMML.html> for lunch meetings.

If an electronic presentation version is not available, presenters are requested to provide 25 copies of the presentation before the start of the meeting, for attendees.

### **CONFIDENTIAL or PROPRIETARY INFORMATION**

Presentations shall not contain any information considered or marked/labeled proprietary or confidential. Neither the IEEE nor the SCV-CPMT Chapter will be held liable for any application or dissemination of material that appears in any presentation. Please obtain **prior permission from your organization** to provide any material to us.

### **SUBSTITUTE PRESENTER?**

If you are unable to make your presentation and have arranged for a substitute presenter, please make sure that the substitute presenter has reviewed this document.

If you have any questions or presentation requirements, please contact:

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This document in electronic form is available from:  
<http://www.cpmt.org/scv/speaker.pdf>

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The audience includes

Engineers  
Electronic and mechanical engineers,  
Thermal designers  
Chemical and polymer  
Process, Product, Assembly  
Reliability/Quality

Who are active in the following areas:

Components  
Component packaging  
Manufacturing Technology  
Material Science  
Reliability

We hold technical meetings nearly every month except July and August.  
Our Dinner meetings are held nearly every 2<sup>nd</sup> Wednesday  
Our Lunch meetings are held nearly every 4<sup>th</sup> Thursday except July, August, November and December.

Scheduled/announced meetings are listed at our IEEE-CPMT-SCV chapter webpage  
<http://www.cpmt.org/scv/>