



Instructions for Speakers

Dear Colleague

We are very grateful to you for having submitted a paper to PIMRC'2002, which purpose is to share ideas and stimulate new developments in mobile and wireless communications. As a speaker, you have the responsibility of being clear, concise, and calling the interest of the attendees. The quality of your presentation directly affects the interest your audience will have in your material and the overall satisfaction the attendees will have in the conference.

If you are not an experienced presenter, we suggest you practice your presentation with a small group that will provide feedback to assist you. Some specific suggestions are given in a companion sheet.

We would like to call your attention to the following:

- Be at the room of your session 15 minutes before it begins, so that you can meet your session chairs and the other speakers in advance.
- Give to the session chair a copy of your short CV before the session begins. You can find at the web site a CV form, so that you can fill it in advance. In case you have not done it, ask for a CV form at the secretariat during the conference.
- It is most important to be within strict time constraints to allow the presentations to fit within the allotted time periods. Each paper has a time slot of 20 minutes, 17 of which for the presentation, and the remaining 3 for questions and discussion. The session chairman will rigorously enforce these time limits.
- Overhead and video projectors, as well as laptops, will be available in all conference rooms. Other equipment, if available, will be provided at your expenses if your request it. Check availability with the PIMRC 2002 secretariat (pimrc2002@lx.it.pt).
- Presenters may use their own laptops. Laptops available at the rooms run WINDOWS Millennium operating system, and have PowerPoint Office XP installed; if this option his selected, presenters should bring their compatible presentation files stored in a CD-ROM or a 3.5" disk. In both cases, presenters are requested to test the functionality of the presentation before the beginning of the session. Also, it is strongly recommended that presenters bring transparencies as a backup.

Thank you again. If you need any more information, please do not hesitate to ask us.

Sincerely,

The Organising Committee.