

Dear Presenter,

Thank you very much for your support to the MCPC2005 !

This year, we are very pleased by the enormous feedback on our call for papers (with over 160 contributions) and the high number of participants of this conference. Papers came – as we hoped – from various disciplines and industries. The MCPC 2005 will again, as the 2001 and 2003 conferences did, provide fruitful environment for bring people with different backgrounds together and will provide again a good platform for interaction, discussion, and exchange on mass customization and personalization.

In order facilitate a productive session, we request your kind help in following the following presentation protocols:

Each presenter will provide a **15 minute overview** of the salient aspects of their paper using a couple of **Powerpoint slides**. Each presentation will be followed by **audience questions** concerning clarification.

At the end of each session, the session chair will start a **discussion** around the topics of **all papers** !

### **Preparation**

- Prepare your presentation in an **electronic format** (preferable PPT). Please remember to concentrate on the unique aspects of your paper.
- Please **no general introductions** why mass customization and personalization is important etc. Come to the point fast ! Try to foster discussion by ending your paper with questions to the audience etc.
- Please keep your Powerpoint presentation focused on the **basic premises and results** of your paper. (Please note that all conference participants will get copy of all the completed papers in the conference proceedings).
- Consider that we have a **mixed audience** from different disciplines and also persons new to the subject.
- It is strongly recommended that you **bring your presentation on CD-ROM or a USB memory stick** and have it copied to the computer in the session room before the beginning of the session. If you bring your own computer, it is at your own risk, any set up time may cut into your presentation time.
- Of course, you can also bring **Overhead slides** !

- If you wish to present material to session participants, you will need to bring the requisite copies with you to the conference – there will be NO photocopying facilities available at the conference.

#### **At the start of the session**

- If you are unable to present your paper, for whatever reason, please contact the registration desk immediately, so that the Session Chair is aware of the situation.
- Be at the right room at least several minutes before the session starts and make yourself known to the Session Chair -- and have your presentation copied on the computer in the room.
- The Session Chair will advise you that you have 15 minutes for your presentation - they will be very strict on meeting the schedule.

#### **For each paper**

- The time of presentation will be 15 minutes only
- Five minutes before the allotted time has elapsed, the Session Chair will hold up a hand with five fingers, indicating to you that you have five minutes left.
- At the end of the allotted time, the Session Chair will stand and thank you for your contribution.