

# ***MQ Technical Conference Standards and Guidelines for Speakers***

MQ Technical Conference (MQTC), brought to you by Capitalware Inc., is an event that will educate attendees on current practices, methodologies, administration, problem determination, security best practices and technology trends for IBM MQ. MQTC will offer 71 technical sessions and 15 vendor sessions that are designed to enhance the skills of IT professionals who are using IBM MQ on AIX, HP-UX, IBM i (OS/400), Linux, Solaris, Windows and z/OS. Since we have 5 session rooms at MQTC, there will be 5 concurrent MQ sessions at any given time.

MQTC is the largest conference in the world solely dedicated to IBM MQ (aka WebSphere MQ & MQSeries).

The registration fee for all speakers is complimentary for the conference. Speakers do not have to fill out a registration form.

There are 2 types of sessions at MQTC: Technical and Vendor.

1. Technical sessions are 60 minutes
2. Vendor sessions are 50 minutes and the vendor can present whatever they want in a vendor session but must follow points #3, 8, 9, 10 & 11 below.

## ***Speaker Standards and Guidelines for Technical Sessions:***

1. Absolutely no vendor content (written or verbal) in a technical session. Speakers may include name, title, email and company name (and web link) on the beginning page of the presentation.
2. The speaker must be a SME (Subject Matter Expert) for the topic of the session they are presenting. i.e. Many years of experience and/or many customer installs. Absolutely no, "let me try that out at MQTC".
3. The session must start and end on time. The last speaker must vacate the room in a timely fashion, so that the next speaker can get setup (and mentally prepare for their presentation).
4. The speaker must allow for 10-15 minutes of Q & A (questions & answers) at the end of the session. i.e. Content should be presented for 45-50 minutes.
5. Be conscious of the time limitation of your presentation (i.e. 45-50 minutes). It is recommended that no more than one slide per minute of presentation be used (i.e. a maximum of 50 slides for a 50 minute presentation).

6. "I don't know" is not an acceptable answer to an attendee's question if it was on the topic you are presenting. You are a SME, hence, you should know the answer or say "I'll look it up and get back to you".
7. Do not overload each slide with lots of text. Always practice KIS (Keep it Simple). Can your slides be read from the back of the room?
8. The actual presentation given by the speaker must match the submitted session title and abstract.
9. We strongly encouraged speakers to dress in business casual attire during presentations.
10. Presentations shall be limited to professional topics and shall be free from inappropriate humor, as well as, the expression of religious, political, philosophical, or other beliefs.
11. Harassment will not be tolerated at MQTC. Conference speakers violating these rules may be sanctioned or expelled from the conference, at the discretion of the conference organizers. Please treat your fellow speakers and attendees with respect, regardless of the context you're interacting with each other.