



## 2005 WEBE/SMPTE Joint Technical Conference “Wireless Technologies in the Broadcast & Production Environment”

October 13-15 2005  
Clarion Antietam Hotel  
Hagerstown, MD

### Guidance for Presenters

The Association of Washington Executive Broadcast Engineers (WEBE) and the Washington, DC Section of the Society of Motion Picture and Television Engineers (SMPTE) are very pleased you will be able to join us and present a paper at our 2005 Joint Technical Conference.

Below are a few requests to help us organize the presentations, and properly attribute and credit the presenters in our program, website, and publicity.

We look forward to your participation in the Conference, and an informative and educational experience for all attending.

#### 1) Synopsis & Bio

Please forward a synopsis or executive summary of your presentation, and a short (paragraph) professional biography of the presenter, to:

Ben Johnson, WEBE Vice-President  
[ben@benthere.com](mailto:ben@benthere.com)

#### 2) PowerPoint Presentations

If at all possible, please forward your presentation to Ben Johnson (see above) prior to the event, so that it may be included in the “show deck” to make for a smooth transition between presenters. If you are unable to do so, please bring your presentation on CD-ROM or USB Memory Stick.

WEBE/SMPTE generally makes all presentations available on our website, in PDF form, for the benefit of those attending. If you do not want your presentation included, please let us know. If your presentation includes any audio features, please let us know so we may make appropriate connections to the sound system.

### 3) Conference Registration

Presenters will be automatically registered for the Conference. A name badge will be waiting for you at the registration desk. If you wish to attend the Friday dinner, or have other people from your firm attending, please utilize the online pre-registration available at <http://www.webe.org> so we may note your entrée preference and collect your payment for dinner.

Rooms may be booked directly with the hotel, and are available at a discounted rate through 27 September:

Clarion Antietam  
301-733-5566

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### 4) Presentation Guidelines

Please keep presentations to about 25-30 minutes long. Where time in the schedule allows, we will have questions from the audience at the conclusion of your presentation. Presentations should focus on advances in technology, processes, and design. Discussion of products vis-à-vis a competitors are strongly discouraged, as are any other sales related information. If a question is best answered that would involve a discussion of competing products or manufacturers, it is suggested that the question be answered directly outside of the public presentation.

### 5) Photography and Videography

WEBE/SMPTE may videotape, audio record, and photograph the presentations and presenters.

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### 6) Point of Contact / RSVP

James Snyder, WEBE President  
Cell 202-255-3543  
Email [snyder@dtvexpress.net](mailto:snyder@dtvexpress.net)  
<http://www.webe.org>