

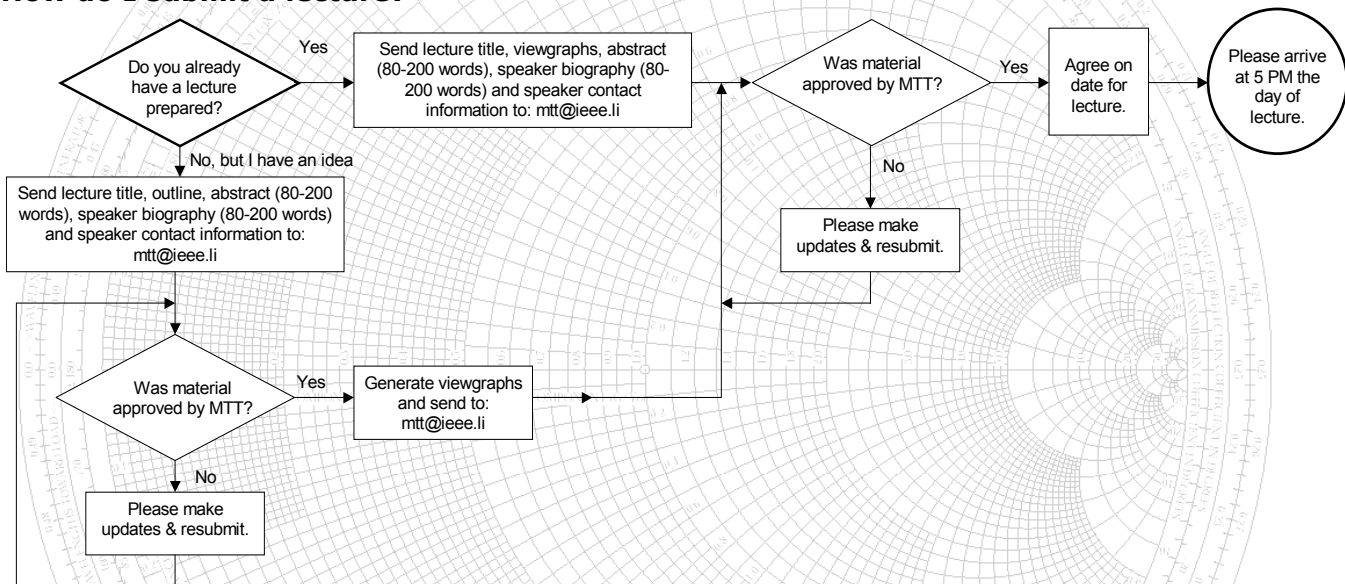


Lecture Guidelines for the Long Island IEEE Microwave Theory and Techniques (MTT) Society

Why give a lecture at a meeting of the Long Island IEEE MTT Society?

Providing a technical lecture gives your organization exposure to the RF/microwave community on Long Island. Your lecture is promoted through our award-winning website www.IEEE.LI, our newsletter "The Pulse", email campaigns and old-fashioned word-of-mouth. Plus, after your lecture, the material is posted on our website which furthers your exposure locally, nationally and internationally.

How do I submit a lecture?



General Notes

- Meetings take place the third Wednesday of January, March, May and September. (Sometimes exceptions can be made to accommodate a speaker's schedule.)
- The meetings take place at Narda L-3, 435 Moreland Road, Hauppauge, LI.
- Typically, about 40-60 attend. Most attendees are from Long Island.
- The speaker(s) need to arrive at 5:00 PM the day of the lecture. Registration and refreshments start at 6:00 PM, and the lecture begins at 6:30 PM. The lecture must be 60-90 minutes with questions.
- The lecture must be at least 80 to 90% technical and of interest to RF/Microwave engineers.
- Your company or organization logo/name can be on the viewgraphs.
- Viewgraphs must be in ppt, pdf or doc format (ppt preferred).
- Viewgraphs are posted on the IEEE Long Island website after the lecture.
- For reference, please review past lectures on the MTT page of www.IEEE.LI.
- The IEEE will provide the refreshments, the registration and the media promotion.
- We will provide a host computer (Windows OS), remote control and overhead projector.
- A table will be made available for setting up demonstration hardware and/or literature.
- All material is subject to the approval of the MTT chapter of the IEEE LI Section.
- These guidelines are available at the bottom of the MTT page of the IEEE LI website: www.ieee.li/mtt

Thank you for your interest!

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