

4th Annual International
Software Testing
Conference in India 2004

PAPER SUBMISSION INSTRUCTIONS &
INFORMATION FOR SPEAKERS



February 20- February 21, 2004
PUNE, India

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INSTRUCTIONS AND INFORMATION

ABSTRACT

This document has been prepared for use by authors and presenters at the 4th Annual International Software Testing Conference. It includes information about submitting final copies of papers, preparing visuals, tutorial/session handouts, audio/visual needs, and travel arrangements for speakers.

Submitting Your Paper for the Technical Program

Attendees will receive a CD-ROM containing the speakers' papers. In addition, individual papers will also be posted on the official portal www.softwaredioxide.com. Therefore, it is necessary that all papers be submitted as computer files. Since the papers will also be sent for reviewing to a number of committee members we would also need 5 set of the papers in hard copy format.

Key Dates

Please keep the following important dates in mind:

- | | |
|--------------------------|--|
| December 15, 2003 | Author Biography and Paper Abstract may be sent to Amrita Sapre for consideration and comments from the technical review committee. Please specify the category under which you will submit the paper- Best Paper and Best Practice. |
| January 10, 2004 | Paper Presentation Submission Form and final copy of the Paper due to Amrita Sapre. Please submit the Copyright release form along with the same signed by the respective authors. |
| February 05, 2004 | Accepted authors notified |
| February 10, 2004 | Final presentation visuals file to Amrita Sapre |
| February 10, 2004 | Send A-V Request form to Amrita Sapre |
| February 15, 2004 | Send Travel Itinerary to Amrita Sapre |

Paper Presentation Submission Form

A completed copy of the Paper Presentation Submission form in Appendix II must be received by the submission deadline for your tutorial or paper to be considered for inclusion in the conference.

The biographies that are included on this form will be used to promote the conference. Each biography should be limited to 100 words. Examples of the types of information that may be included in a biography include the following:

- Current position/responsibilities
- Previous positions/responsibilities
- College attended, degree
- Place of graduate study, degree
- Professional associations
- Certifications

Paper

Paper abstracts have to be submitted for comments and suggestion. Comments from the technical committee are for information purposes only and do not insure selection of the paper for presentation at the conference.

Final paper submissions will be used for the selection of papers for the conference. If an abstract is submitted but the final paper is not submitted, the paper will not be considered for the conference.

Final paper submissions will be used in the proceedings. These proceedings will be made available as a CD-ROM and distributed at the conference. The CD-ROM will include the final papers.

Paper abstracts and final papers should all be submitted to **Amrita Sapre** as Word 97 (or later) format. They may be submitted via e-mail to Amrita Sapre (amritas@qaiindia.com) as attachments along with the 5 sets of hard copy that have to be couriered to the QAI India, New Delhi office. Files may be WinZip compressed. Media is non-returnable. Questions concerning file compatibility should be addressed to Amrita Sapre.

To assure uniformity and that the proceedings reflect the professional image and quality that QAI India wishes to project, please use the instructions the Style Guidelines template, when

preparing your **final paper**. In order for a paper to be eligible for the Best Paper Award, it must be submitted in substantial compliance with the submission guidelines. Your paper should not

exceed 12 pages (including illustrations). Questions concerning style guidelines or length should be addressed to Amrita Sapre.

Copy Right Release Form

A separate Copyright Release Form in Appendix II must be completed and signed by each author of an accepted paper. The agreement does not limit your use of the material in any way. This form should be sent to **Amrita Sapre** by January 10, 2004 along with the final paper. Each individual whose name appears on the written material must sign a separate Copyright Release Form. If you have other authors copy this form and have them sign it. Print their name clearly at the top. Please do not alter the wording in this form in any way.

A/V Request Form

Please return the Audio/Visual Equipment Request Form in Appendix III. A podium microphone and/or lapel microphone, 800x600 projector for use with your PC and a screen will be available in each room. If you need additional equipment, please indicate so on this form. This form should be sent directly to **Amrita Sapre**. Please do not arrange for equipment directly through the hotel *unless you wish to pay for it yourself*. QAI organizers must be aware of, and sensitive to the needs all presenters who may be scheduled in the same room for each day.

Presentation Visuals

Presentation visuals should be submitted as PowerPoint 97 (or later) files for the PC. They may be submitted via e-mail to **Amrita Sapre**(amritas@qaiindia.com) as attachments. Files may be WinZip compressed. A projector with 800 x 600 resolution will be available for use with your PC. Be sure to proof your presentation at that resolution. Your presentation visuals will be printed in "3 slides per page" handout format for your audience. It is very important that your color selection be capable of producing good black and white copies.

We will have paper copies of your presentation visuals present in your room. Speakers not sending their presentation visuals by February 10, 2004 to Amrita Sapre will be responsible for bringing sufficient copies for those in attendance. Presentation files not submitted by February 10, 2004 will not be included on Conference CD-Rom.

Appendix I contains helpful suggestions about preparing your presentation visuals.

Travel Arrangements

Travel Itinerary

Presenters should submit the travel itinerary in Appendix II to **Amrita Sapre**. This form enables the conference committee to contact you at or before the conference, if necessary.

Speaker Cancellations

We ask that nothing short of an emergency prevent you from speaking at this Conference.

You have committed yourself to speaking at this conference and we have advertised this event listing you as a speaker. Please contact Amrita Sapre at QAI India immediately, if you are unable to fulfill your commitment. She can be reached by phone at +91-11-26219792/26220580 extension 223 or + 91-11-26412387, or 91-9810697555 or email amritas@qaiindia.com.

Contacts and Addresses

Amrita Sapre

QAI India Ltd.

1013-14 A, Ansal Towers

38, Nehru Place

New Delhi-110019

Tel: +91-11-26219792/26220580

Fax: +91-11-26218974

Email: amritas@qaiindia.com

APPENDIX I

PAPER SUBMISSION GUIDELINES

Please note:

The Best Paper Chair may provide direction for improvements or ask authors to enhance a Report for final publication.

Content:

Best Practices should cover the following:

Best Paper would be evaluated on the following criteria:

THE BIG PICTURE: (Weightage: 30%)

Relevance and importance to Industry

Criticality of IT Usage and strategic advantage

Ease of understanding

Ease, and likelihood of use & applicability in diverse environments

Impact on macro level policies and practices.

QUALITY OF CONTENT: (Weightage: 30%)

Coverage of Organization Need, Organization Solution, Organization Results and Organization Learning.

Completeness.

Innovation and creativity.

Presentability.

How it addresses technical issues like, transition from old practice/ concept/ technology/ model to new; how it integrates with other technologies, disciplines etc; degree to which current Information Systems techniques are taken advantage of.

How it addresses people issues and change management issues etc.

How it incorporates Quality Principles.

FUNCTIONALITY, USAGE & RESULTS: (Weightage: 30%)

Whether objective well defined, and degree to which it is met.

Quantitative Analysis: Clarity, rigor, quality, and thoroughness of the data analyses projecting the impact on each of the key quality attributes.

Practical Tools like forms, checklists, procedures etc.

Results: quantitative and qualitative impact of the practice/concept/ technology/model etc.

Supporting evidence via benchmarking, industry surveys, SEI assessments, ISO assessments or competitive analysis.

References: Quality of quotes, references, and success stories from key customers, managers and engineers about the practical experiences using the practice/concept/technology/model etc., and its positive impact on their organizations.

Degree to which it is continuous-improvement & self-check oriented (PDCA)

GENERAL: (Weightage: 10%)

Overall Merit

Communication, clarity, conciseness and readability of the Best Practice Report/Paper

Others

OTHER IMPORTANT INFORMATION

Conference Presenter Terms:

--The fee for exactly one presenter will be waived for each conference presentation. Co-presenters(s) must decide which person is to receive the waived fee. All other co-presenters pay the full registration fee.

--The speakers would have to make their own arrangements towards boarding, lodging, and travel. No reimbursements would be made here. Official host hotels and official travel agents would be announced in the conference brochure, and their services can be availed of.

Conference Materials:

All attendees will receive a kit consisting of final program, a presenter abstract and biography book, logistics & directions sheet and other elements. The Conference Proceedings will be mailed post-conference.

Address for Submission of All Materials:

Please submit all materials to:

Amrita Sapre
The Conference Manager
Quality Assurance (India) Ltd.
1013-14A, Ansal Towers
38, Nehru Place,
New Delhi 110 019
Phone: +91-11-26219792/6220580
Fax: +91-11-26218974
e-mail: amritas@qaiindia.com

APPENDIX II

GUIDELINES FOR VISUALS AND PRESENTATION

Preparing your presentation visuals

Speakers are encouraged to use visual graphics software during their presentations. If other media is necessary please note your requirements on the A-V Request form. The conference will provide a projector (800 x 600 pixels or greater) for use with your PC. When creating your slides, be sure the resolution is also 800 x 600 pixels. **Speakers must furnish their own computer or arrange to share one with another speaker.**

Presentation Visuals Guidelines

- Visual images must be large enough for the audience to easily see. Use a font size of a **minimum of 32 point for titles and 24 point for content**. Recommended font styles for visuals are TIMES, Arial or Helvetica.
- Visual information must be easy to understand.
- Visual information should be instantly recognizable. Label all charts, diagrams, etc. Use color to add clarity.
- Do not have more than 6 lines of type on a slide. Use only key words or phrases.
- Leave at least a one-inch border around your information.
- Each slide should contain only one topic. If you wish to make multiple points, use separate slides for each point.
- Double space lines of information.
- Do not use typewritten, hand-written or hand-lettered visuals.
- The best readability colors for slides are:
 - Black on yellow
 - Deep blue on white
 - Deep green on white
 - Black on white
 - Dark shading on slides must be avoided as it interferes with the production of the printed materials.

- Tables, charts, and graphs:
 - Do not use more than 4-6 columns per graph.
 - Use only 2-3 lines on a graph.
 - Use only 5 vertical columns or bars if it is a bar graph.
 - Make sure the darkness and width of all lines set off the graphics.
- Be sure to proofread and spell check all your visuals.

Using Your Presentation Visuals

Visuals: Remember that your audience is seated at a distance from you. Lettering must be readable from at least 50 feet away. Please check the legibility before arriving at the conference.

Flip Charts: The use of flip charts is strongly discouraged since only people in the first few rows will be able to read the lettering.

Delivery of Presentation

Content: Please present your material based on what you have provided to be published in the conference brochure. Remember that the attendees came to hear you on the basis of the brief description in the conference brochure. You should also present your materials based on what you submitted for the conference that were distributed to the attendees of your session.

Tempo: Good speakers keep the presentation moving. Avoid staying on one subject for too long--but don't rush!

Involving the Audience:

- Allow time for questions and discussion.
- When attendees ask questions, encourage them to use a microphone (if available) or make sure you repeat the questions so everyone can hear them.
- People learn and remember more when they experience concepts. People like to network. Invite them to ask questions, answer questions, and relive experiences (using the microphone).

Humor:

- People remember key points better if they are followed by a humorous story. When a joke is relevant to a discussion, the retention is even greater. Humor can be a great way to build rapport with your audience. But, don't be a comedian: too much humor can be a turnoff.
- Stay away from all sexual, religious, ethnic, and stereotypical jokes. A joke that may not be offensive to you can be offensive to someone else.

Professionalism:

- Our research shows that attendees do not like to listen to sales pitches during presentations. This kind of presentation will make a speaker lose credibility rather than gain a sale.
- Presentations and materials for the proceedings should not include sexist language or perpetuate a stereotype.
- If the environment or something about your presentation is less than perfect, don't draw attention to it by apologizing. This doesn't create a positive attitude.
- Never imply that an attendee's comment is irrelevant. Instead, invite the attendee to talk with you after the session.
- Your presentation shouldn't be read from a "script". Written materials and visuals are only a part of your presentation. Rehearsals before you arrive and in the speaker room are highly recommended so that you do not appear to be using your notes and visuals as a crutch.

APPENDIX III

REQUIRED FORMS

[Copyright Release Form](#)

[Audio Video Equipment Request Form](#)

[Travel Itinerary](#)

[Technical Presentation Submission Form](#)

COPYRIGHT TRANSFER FORM

QAI India Pvt. Ltd. (hereinafter called QAI) is hereby authorized to publish the contribution entitled:

.....
(Hereinafter called Work)

The author(s) of the Work (hereinafter-called Author):

-
1. Irrevocably assigns and transfers all rights, title and interest that the Author may have, or may at any time be found to have in and to the Work and any revisions or versions thereof, to QAI as a sole and exclusive property of QAI without limitation or restrictions, including but not limited to, the right to print, publish, and sell the Work throughout the World in all languages and media either individually or as part of the Conference Proceedings or other publication, and to copyright it and to renew any or all of the copyrights in QAI's name or any other name subject only to the limitations stated herein. The parties acknowledge that there will be no basis for any claim of copyright about this Work.
 2. The Author represents and warrants that he/she is the sole owner and proprietor of the Work, that he/she has not granted or assigned any rights in the Work to any other person, publisher or entity, that the Work is copyrightable, that it does not infringe upon any copyright, trademark, or patent, that it does not invade the right of privacy or publicity of any person or entity, that it does not contain any libelous or unlawful matter and that all statements asserted as facts are true or are based upon reasonable research for accuracy. The Author represents and warrants that he has the consent and approval of the organization he is employed with for all actions and representations made herein and that he/she will defend, indemnify and hold harmless QAI against all claims, losses, costs (including attorney's fees) and damages which QAI may incur in connection or arising out of any breach or alleged breach of these warranties. QAI may extend these representations and warranties to third parties.
 3. Should the Work contain any material protected by copyright of others, it is the Author's responsibility to deliver to QAI written permission from the copyright owner to reproduce any such material in his/her work prior to its submission and subsequent publication.
 4. In return for these rights, QAI hereby grants the Author the following rights:
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 - 4.2. To include a copy of the article on their Web page as long as it is clearly noted that use for profit is not allowed and that the copyright belongs to QAI.
 - 4.3. To reproduce the article for non-commercial personal use or internal use within the organization of employment provided that a) reference is made to the source of publication and QAI copyright and (b) the copies are not used in a way that implies QAI endorsement of any product or service.

Agreed Date Signed:..... Signature*:.....

Lead Authors' Name and Address (please print or type):

.....
Phone Number:

Fax Number:

Email:

*For jointly authored Work, all the joint authors should sign, or one of the authors should sign as an authorized agent for the others.

Mail the completed form with the contribution to the following address:

Amrita Sapre
QAI India Pvt. Ltd.
1013-1014A, Ansal Towers,
38 Nehru Place, New Delhi- 110019
Tel: 0091-001-26219792, 26220580; **Fax:** 0091-001-26218974/26440866

REQUEST FOR AUDIO/VISUAL EQUIPMENT

4th Annual International Software Testing Conference

Pune, India

Name of Presenter: _____

Signature of Presenter  _____ Date _____

Title of Presentation: _____

REQUEST FOR AUDIO-VISUAL EQUIPMENT

A podium and/or lapel microphone, an 800x600 projector for use with your PC and a projection screen are included in the standard room set-up. Please indicate any additional equipment you will require.

Note: Special requests are subject to approval by QAI India. For equipment other than specified here please submit a detailed description of the equipment. Wireless microphones and internet access charges are cost prohibitive and not supported by the conference.

Note: Please specify the type of laptop you will use (if any) so that we may accommodate the connections.

PC type you will be using (or N/A): _____

Other (please specify) _____

Please submit this form by **February 10, 2004** to Amrita Sapre at amritas@qaiindia.com

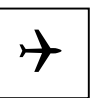
TRAVEL ITINERARY

FOR: _____
Name

TRAVEL TO THE CONFERENCE

DEPARTURE

ARRIVAL



DATE _____ LOCATION _____ TIME _____

DATE _____ LOCATION _____ TIME _____

TRAVEL FROM THE CONFERENCE

DEPARTURE

ARRIVAL

DATE _____ LOCATION _____ TIME _____

DATE _____ LOCATION _____ TIME _____

TECHNICAL PRESENTATION SUBMISSION FORM

Type of Submission: Paper Practice Tutorial

Paper/Tutorial Title:

Level: Getting Started Intermediate Advanced

Authors:

Presenters: (individual(s) who will attend the conference & do actual presentation) - please note that there is ONE complimentary registration per accepted paper/panel/tutorial:

Summary (50-150 words to be used in the conference brochure/website):

Objectives:

Abstract (200-300 words):