

SMS Special Conference Tel Aviv: Session Preparation & Upload Tool
For: Registered authors for Paper Sessions for SC Tel Aviv

Congratulations on getting your work accepted for presentation at a Paper Session at the SMS Special Conference in Tel-Aviv. The purpose of this document is to provide you with guidelines for preparing your presentation. Please check the details of your session in the conference's program posted on the SMS website.

First, please upload an electronic version of your paper OR presentation (if the full paper is not available) on the conference website. Please note the system is only able to accommodate one document per author. All papers must be available to the discussant **by Friday, February 14**. To upload, please go to <http://telaviv.strategicmanagement.net/> and login. After clicking on "**My Submissions**", you will see your proposal and the functionality to upload an electronic version for posting on the conference website

We are pleased to provide you with a way to communicate with the discussant and other presenting authors in your session. We added a **notes section** to each session's page on our conference website and invite you to post notes or comments on this page. These comments will only be visible to authors and the session discussant.

Please note that you will have 15 minutes to present your paper. Your presentation will be followed by a short discussion and Q&A from the audience. Towards the end of the 75 minutes session, the discussant will spend additional time integrating the papers and offering suggestions for improvement and development.

The standard meeting room will include a computer, an LCD projector with a screen, a flip chart, and markers. Please prepare your presentation using PowerPoint (Office 2010 compatibility) and bring your presentation file on a disk-on-key or other readable electronic media which can be connected to a standard PC computer. Upon arrival to the conference, please hand in your disk-on-key to a staff member at the registration desk who will copy the file and help set up your presentation on the computer.

Please arrive at your session's meeting room at least 10 minutes before the session begins to take time to familiarize yourself with the room set-up and making sure that your presentation is properly uploaded on the computer.

When presenting, you might want to involve the audience by asking questions. This is a great way to keep the audience interested in your work. Lastly, just try to relax and have fun while you are up there!

If you have any questions, feel free to contact us at sms@strategicmanagement.net. We look forward to seeing you in Tel Aviv!

Sincerely,

Gary, Niron, Dovev, and Ithai
Conference Program Chairs