

CMGA2005 Speaker Pack - Contents/Action List

Dear Speaker,

Listed below are the contents of the CMGA2005 Speaker Pack. If you require any further information, please don't hesitate to contact me on +61 3 9434 2265 or at program@cmga.org.au.

Regards,

Steven Dunn
CMGA2005 Program Administrator

1. Speaker Information and Registration details (**must fill out and return**)
2. AV Information
3. Critical dates and contact details (please read and retain for reference)
4. Venue information (FYI)
5. Request to chair sessions and Session Chair Form(**optional - please fill out and return**)
6. Skeleton Document Help Page (**please read**)
7. Skeleton Document Instructions (**must read and use in conjunction with skeleton document supplied**)
8. CMG Australia Publication Policies (**must read**)

CMGA 2005 Speaker Information

Please Tick Box

Mr Mrs Miss Ms Dr

Surname _____

Given Name _____

Position/Title _____

Company _____

Postal Address _____ City _____

State _____ Postcode _____

Country _____

Telephone _____ Fax _____

E-mail _____

Preferred Name for Badge _____

If accepted I agree to be bound by the Articles of Associations and Policies of CMG Australia Ltd ACN 003 158 030

Signature _____

CMGA2005 Speaker Registration

Full Discounted Speaker Registration

Speaker Registration \$AUD275.00 (GST incl)

Includes all conference sessions, seminar day, social functions, CMGA membership for one year

Attendance at Social Functions - For full two day speaker registration

I will be attending the Conference Dinner which is included in the Conference registration fee.

Yes No

Special Dietary Requirements

One Day Complimentary Speaker Registration

I will only be attending the conference on the day I am presenting:

Includes conference dinner + conference session's coffee breaks and lunch on day of presentation only.

Accommodation (Melbourne Business School) (please note accommodation is single/ensuite only)

Please circle date and rate required

24/8 25/8 at \$128 per night bed and breakfast \$-----

Social Program

For guest registration at the Conference Dinner on Thursday Evening.

Name for badge _____

Conference Dinner @ \$ 55.00 + GST = \$60.50 \$_____

Total Payment Enclosed

Cheques in AUD, payable to CMG Australia Ltd \$_____

Credit Card Visa Mastercard Bankcard American Express Diners Club

Card Number

Name on Card.....

Expiry Date.....Signature.....

PLEASE RETURN THIS FORM TO:

CMGA2005 Conference, P.O. Box 1089, North Blackburn VIC 3130 AUSTRALIA

Registration Enquiries Ph: +61 3 9899 7746 Facsimile: +61 9897 4497

CMGA2005 AV Information

This year CMGA will be providing the following standard equipment in all presentation rooms:

- whiteboard
- overhead projector
- lapel microphone
- lectern and microphone
- multi-media projector with cables for Apple and PC.

Please note: laptop or PC (with suitable software loaded) must be supplied by the speaker.

CMGA2005 Critical Dates

Draft Papers

Draft papers should be received by the Program Organiser by **30th June**
30th June

Acceptance of Paper

Presenters will be notified of final acceptance of their paper by **9th July**
by 9th July

Final Paper

Final Papers must be received by the Program Organiser by **31st July**
31st July

Preliminary Agenda

Presenters will be notified of the preliminary agenda by **9th July**
30th June

Final Session Details

Presenters will be notified of their final session details by **9th August**
9th August

Conference

24th - 26th August

CMGA2005 Contact Details

Gayle Allan

CMGA2005 Conference/Program Organiser
P.O. Box 1089
NORTH BLACKBURN VIC 3130
Australia

Phone: +61 3 9899 7746
Fax: +61 3 9897 4497
E-mail: cmga@cmga.org.au

Steven Dunn

CMGA2005 Program Administrator
Phone: +61 3 9434 2265
E-mail: program@cmga.org.au

CMGA2005 Venue Information

The venue for CMGA2005 is The Melbourne Business School (MBS) in Melbourne.

Melbourne Business School
200 Leicester St,
CARLTON VIC 3053
AUSTRALIA tel: +61 3 9349 8403
fax: +61 3 9349 8404

**Please note accommodation is not included in the registration fee this year. For accommodation options at the Melbourne Business School and nearby hotels please check the conference website.*

Information for Interstate and Overseas Visitors

Melbourne

For more information about this beautiful city check out the Melbourne Tourism website:
www.visitvictoria.com

Time (August):

GMT +10 hours

Electrical Appliances:

Overseas visitors should keep in mind that normal power in Australia is 240 volts/50 cycles. Please check that your equipment has suitable adaptors.

Travel Details

The University is approx 30 minutes from Melbourne Airport. An average taxi ride will cost you approx \$AUD45 (including tolls.)

For more information on transport options from the Airport please check our website.

Request to Chair Session

As you may be aware, as well as needing speakers, CMGA2005 also requires volunteers to chair conference sessions. The role of the Session Chair is to manage the session, to maintain order and to ensure that the rules governing the conference are complied with. The Session Chair must be impartial and ensure that everyone is treated fairly. Attendees must abide by the Chair's decision so that the business of the session can be conducted. The Session Chair should ensure that the session starts and ends on time to allow sufficient time for people to move between sessions should they wish to.

If you would like to chair a session at CMGA2005, please fill out and return the form below. A letter will be sent to you confirming the session time you are required along with session chair guidelines and details of a session chair briefing which will be held before the conference starts.

I hope you will consider chairing a session at CMGA2005. If you have any queries please contact me at program@cmga.org.au or on +61 3 9434 2265.

Thank You,

Steven Dunn
CMGA2005 Program Administrator

Session Chair Form

I am interested in chairing a session at CMGA2005.

Please Tick Box

Mr Mrs Miss Ms Dr

Surname _____

Given Name _____

Position/Title _____

Company _____

Postal Address _____

State _____ Postcode _____

Country _____

Telephone _____ Fax _____

E-mail _____

I am presenting at CMGA2005

Preferred date for chairing session:

Thursday 25th Friday 26th

Preferred time for chairing session:

Morning Afternoon

Preferred stream:

Storage/SAN Management Planning/Reporting

Open systems Internet/Web OS/390

PLEASE RETURN THIS FORM TO:

CMGA2005 Program Administrator
PO Box 1089
North Blackburn VIC 3130
Australia

Phone: +61 3 9899 7746

Fax: +61 3 9897 4497

E-mail: program@cmga.org.au

CMGA2005 Skeleton Document Help Page

The CMGA2005 skeleton document is attached with this document. It is also downloadable from the web site in Word 8 format. We have returned to single column formatting this year as this allows much easier insertion of table and diagrams.

The style document should be used for your draft paper as well as your final paper as it minimises the amount of editing required between versions.

The style document is intended to help you with the formatting of your draft paper, which should then be returned as an e-mail attachment to the Program Organiser at program@cmga.org.au.

Using the style document

To use the style document:

1. Open Style2005.doc .
2. "Save As" the name of your document.

A separate document entitled **Skeleton Document Information** explaining styles and formatting in the skeleton style document has been included in this pack. **Please read this document carefully**. It outlines the logic of the heading styles used in the style document. Please continue to use the appropriate styles throughout your document.

If you require any assistance or are unfamiliar with the use of styles, please contact the Program Administrator on +61 3 9434 2265 or e-mail your query to program@cmga.org.au

When you have completed your document, email as an attachment to the program organiser at program@cmga.org.au, or, alternately save it to PC diskette and send it, with a hard copy of your paper to:

CMGA2005 Program Administrator
PO Box 1089
North Blackburn VIC 3130
AUSTRALIA

Please remember to keep a soft copy of your document for your own records and in case of accidental loss etc.

I hope this information helps out, and thanks again for participating.

Good Luck!

SKELETON DOCUMENT INFORMATION

Gayle Allan
CMG Australia

This document gives instructions for the use of the style document provided in the CMGA2005 Speaker Pack. The style document is formatted in the preferred style for all CMGA publications.

1. About this document

The skeleton document's format is based on the use of WFW styles. If you are unfamiliar with the use of styles, please contact the Program Organiser.

1.1 How to Use the Style Document

Once you have read the instructions, you may begin entering your own text in the style document. (style2005.doc - provided as a Word 8 document). Remember to "Save As" first!!

Enter your paper title, name, company and abstract **making sure you delete all instructional text!**

Under Introduction, type YOUR introduction.

The following section gives an explanation of the styles used in the skeleton document and when to use a particular style.

2. Heading 1 Style

Heading 1 should be used for your main section headings.

Normal style is used for entering normal text.

2.1 Heading 2 Style

Heading 2 is used for sub-headings of your main section headings.

2.1.1 HEADING 3 STYLE

Heading 3 is used for sub-sections of *Heading 2*.

It should not be necessary to use heading styles beyond heading three. If you do, you should review the structure of your sections and document.

3. Other Formatting

These are some of the important formatting components of this document.

More details are given in the document "Preparing Papers for CMG Australia" (included in the Speaker Pack).

If you require any more information please contact the Program Organiser.

3.1 Headers and Footers

When you open the skeleton document, you will notice footer on the first page (see below). This outlines the agreement between the author and CMG Australia regarding permission to publish. **Please leave this text.** It only appears on the first page.

3.1.1 PAGE NUMBERS

Please do not include page numbers in the footer section of your document, as CMGA will format page numbers in the proceedings publication. (Also see 3.5 Cross Referencing below)

To assist with collation, you may write page numbers in soft pencil on the back of your pages.

3.1.2 HEADERS

On the second and subsequent pages a header has been formatted which requires the authors surname and a short title for the paper (see page 2 of this document). Enter this information only once on page two **making sure you delete all instructional text!** The document will place the header on all other pages.

3.2 Paragraph Spacing

Paragraph spacing has been pre-set in the skeleton document. You do not need to add extra space between paragraphs or when changing to different heading styles.

3.3 Margins

All margins are pre-set in the skeleton document including a gutter, which leaves room for binding when the proceedings is published.

3.4 Columns

The skeleton document is set up to automatically place text in two columns. You just keep typing and your text will be formatted into two columns, which have been set at the correct height, width and spacing.

3.5 Cross Referencing

As CMGA will be doing page numbering for the proceedings, we request that you do not include page numbers. If you wish to cross reference in your document, please use section numbers (eg. 4.3.1. Cross Referencing) as your page numbers will be meaningless when the paper is included in the proceedings.

3.6 Bullets

Please use the *bullet* style for correct formatting of point paragraphs. For example:

- bullets
- bullets
- bullets

4. Diagrams

Contact the Program Organiser for advice about how to best include your diagrams, tables and graphs.

CMG AUSTRALIA PUBLICATION POLICIES

Bruce Howarth

University of Technology, Sydney

1. INTRODUCTION

CMG Australia has developed some policies for its authors and presenters. These are intended to improve the professionalism of CMGA meetings and conferences, and reduce unwanted controversy. This document outlines these policies.

If you have further questions, contact your CMGA Conference Committee, Branch Committee or Board.

2. WHAT IS A PRODUCT?

A product is defined as software, hardware, or services that are primarily intended for the computer performance evaluation marketplace. Such products include modelling tools, performance databases, monitors, DASD management tools, and some data collection tools. A data collection tool is defined as a product unless the tool is:

- An integral part of an operating system, transaction processing system, or a database system; or
- The data collection tool is provided for use with an operating system, transaction processing system, or a database system by the vendor who produces the measured system.

To illustrate this policy, it is useful to consider several examples:

- IBM's operating systems like VM, MVS, etc are not defined as products since they are intended for a much broader marketplace than CPE and since CPE analysts require information on the specific characteristics of these systems for planning and tuning purposes.
- Data collection tools like SMF, RMF, GTF, and DCMON are not defined as products since they are either integral parts of larger software systems or are marketed by the vendor who produces the software system being measured.
- IBM's SLR is considered to be a product since it is directed at the CPE marketplace.

Authors with specific questions about the classification of a particular product are encouraged to contact the Conference Committee.

3. DISPARAGEMENT

CMGA promotes advances among the users and vendors of computer performance evaluation related products and services. While CMGA encourages scientific enquiry and experimentation that may result in product comparisons among competing vendors, CMGA is not intended to provide a forum for disparaging comments. Hence, CMGA participants are expected to maintain a standard of professional conduct that avoids disparaging comments about any vendor's products or services.

Although participants may indicate the advantages and strengths of a product, they should refrain from making derogatory or defamatory comments and should not seek to employ CMGA as a forum to motivate a vendor's response to any perceived weakness or omissions in a product or service as part of the formal conference program.

4. VENDOR PRESENTATIONS

Over recent years, evaluation forms from our conferences have reflected an increasing concern over the inappropriate use of CMGA sessions for presentations that are primarily of a marketing nature by vendor representatives. Specific instances have ranged from perhaps inadvertent references to sales statements such as "Let me describe our product that solves ...".

Clearly, it would be wrong to exclude presentations by vendor representatives, as they make a significant contribution to our conferences. Therefore, CMGA's policy on presentations by vendor representatives states: presentations that describe or introduce products are unacceptable as part of the general program.

This policy is not intended to restrict vendors from presenting studies that include references to their products. For example, a presentation on the use of an analytic model to analyze control unit or DASD string performance would be encouraged, so long as the presentation focussed on characteristics of the system being modelled, rather than the tool used. However, authors are encouraged to use generic rather than specific model names in their titles.

To summarize, we expect vendor representatives to be prudent in the selection of their subject material for presentation at the national CMGA conference.

If a vendor representative begins a flagrant marketing presentation during a CMGA session, the session chairperson will be instructed to halt the presentation.

Any author in doubt about the eligibility of their paper for presentation at CMGA should contact the Conference Committee.

4.1 Vendor Stream

Vendors may choose to make a presentation in the vendor stream of the conference. Papers presented in this stream are subject to the same conditions as that of normal conference presentations except that the restriction of naming and describing products is relaxed. The presenter may name a product or products and discuss its features in relation to their subject, however the presentation should not be construed as an opportunity for hard-selling. If a vendor representative begins a flagrant sales pitch, the session chair person will be instructed to halt the presentation.

5. NON-VENDOR PRESENTATIONS

Non-vendor authors are encouraged to avoid the use of specific product names in their titles. Generic terms like analytic models, performance databases, DASD managers, etc, should replace references to specific product names in the paper title.

While the author's choice of specific product may be a valuable reference for the attendee, the attendee could assume that the lack of specific references to alternative products implies that acquiring a particular product is the only method of solving a given problem. Therefore, the author should refer at least briefly in their paper and presentation to any available alternative products.

Any author in doubt about the eligibility of their paper for presentation at CMGA should contact the Conference Committee.

5.1 PLAGIARISM

Plagiarism is the use of another person's work without acknowledgment. In academic circles, this is considered a serious breach of professional conduct, although it does not seem to be so seriously regarded in the business world.

If you use another person's work, you should reference that work. Papers that report other people's work with some extensions and commentary are perfectly acceptable, as this is frequently a way of making information available to a wider audience. However, such a paper should clearly state that it is a summary of existing work, and not novel in its own right. To a great extent, CMGA is dependent on the honesty of its authors in this area, as it is not possible for the organising committee to be familiar with every published paper. However, many attempts at plagiarism are discovered after publication, often by the plagiarised author.

If plagiarism in a paper published by CMGA is brought to our notice, we will publish an apology to the original author.

6. NON-SEXIST LANGUAGE

Authors should as far as possible write their papers so that the language does not imply that men have all the bright ideas and women make the coffee. It is not difficult to avoid use of the pronoun "he"; two techniques are to use plural constructions, and to use the passive voice.

For example, instead of writing "The capacity planner must keep his wits about him when he negotiates with users", you could write: "Capacity planners need to stay alert when negotiating with users".

Non-sexist writing is a habit easy to acquire and worth the effort.