

# Atlanta SPIN

## Guidelines for SPIN Presentation

Team: SPIN Board

Version: 1.0

---

### Contents

<b>1</b>	<b>Revision History</b> .....	<b>1</b>
<b>2</b>	<b>Overview</b> .....	<b>1</b>
<b>3</b>	<b>Preparing Presentation Materials</b> .....	<b>2</b>
3.1	Checklist for Composing Your Presentation .....	2
3.2	Notes on Fonts .....	2
<b>4</b>	<b>Submitting Final Materials</b> .....	<b>2</b>
4.1	Electronic File Format.....	2
4.2	File Naming Conventions .....	2
4.3	Before Submitting Your Files.....	3
4.4	Submitting Your Final Materials.....	3
<b>5</b>	<b>Presentation Tips</b> .....	<b>3</b>
5.1	Time Management.....	3
5.2	Wrapping Up .....	3
<b>6</b>	<b>On-Site Presentation Facilities</b> .....	<b>3</b>
6.1	Room Setup .....	3
6.2	Equipment .....	3
6.3	Dry Run .....	4
6.4	Session Moderators.....	4
6.5	Room Monitors .....	4
<b>7</b>	<b>Terms and Conditions</b> .....	<b>4</b>
7.1	Substitute Presenters .....	4
7.2	Cancellation.....	4
7.3	Late Submission of Presentation Materials .....	4
7.4	Permission to Reproduce and Distribute .....	4
7.5	For more information, contact.....	4
<b>8</b>	<b>References</b> .....	<b>4</b>

## 1 Revision History

The following table describes the document's modification history for tracking purposes. Only significant changes are shown. The version is incremented by whole numbers following major changes.

Version	Date	Modifications	Changed by:
0.01	5/13/2004	Initial draft of this document	Mansour Kenareh
1.0	6/1/2004	Updated with feedback from Board members	Mansour Kenareh
	00/00/0000		

## 2 Overview

This is a general introduction to the guidelines, and includes a summary of the guidelines and the scope—what is covered by the guidelines and what is not. This document defines the Atlanta SPIN presentation guidelines. The E-mail address for Atlanta Board Members is: [board@atlantaspin.org](mailto:board@atlantaspin.org).

## 3 Preparing Presentation Materials

Please follow these guidelines when composing final presentation materials.

Presenters will be notified of their status by: 1 month prior to the meeting date

Presentation Materials Submission Deadline: 1 week prior to the meeting date

After the deadline, the Atlanta SPIN Board cannot accept new or revised materials and will not include them on the presentation proceedings or make soft copies available to Atlanta SPIN attendees after the meeting. Presenters who create or revise materials after the deadline will be responsible for bringing the revised presentation to their sessions. We also strongly suggest that you consider posting the presentation to the Atlanta SPIN Web site.

The Atlanta SPIN will be reproducing presentation handouts. Attendees will have access to the material at Atlanta SPIN as well. The presenter is responsible for making copies if they revise the slides after submitting to the SPIN board. The presenter should notify the SPIN Board members if the handouts will be provided by the presenter.

The handouts should be printed 2 slides per page.

### 3.1 Checklist for Composing Your Presentation

- Number all slides.
- Include contact information and relevant URLs on your final slide.
- Define each acronym the first time it is used in your presentation. A list of commonly used acronyms and their meanings is available on the Atlanta SPIN web site.
- Obtain necessary approvals or clearance from any organizations referenced in your presentation, including your own organization.
- Develop and present materials that reflect the abstract you submitted to the Atlanta SPIN Board Members.
- Check your spelling by running a spell check program. Please note that the program coordinator will not check or update any presentations after they are submitted.

### 3.2 Notes on Fonts

- PC: Use Times New Roman or Arial.
- Use minimum point sizes of 36 for titles and 24 for body text.
- The slides should have white background with black, blue, or red font color

## 4 Submitting Final Materials

Final presentation materials should be submitted via email to the Atlanta SPIN Board one week prior to the meeting date. Please adhere to the following file specifications:

### 4.1 Electronic File Format

- Presentations and additional materials should be submitted in one of the following formats:
- one PowerPoint file *or*
- one Adobe PDF file
- Any additional materials must be submitted in a commonly used Microsoft format (e.g. Word, Excel, Access, or Project).

### 4.2 File Naming Conventions

Each file name should be named using the following:

- your last name-Atlanta SPIN-Date (Last Name-Atlanta SPIN Meeting-mmddyy.ppt)
- a numeral at the end (only if you are submitting more than one presentation)

#### **4.3 Before Submitting Your Files**

- Open your presentation.
- View the presentation in slideshow mode.
- Correct any problems you detect.
- Run the spell check program and make any necessary changes.
- Please remember that the program coordinator will not check or update any presentations after they are submitted.

#### **4.4 Submitting Your Final Materials**

Submit all final materials via email to the Atlanta SPIN Board Members

## **5 Presentation Tips**

#### **5.1 Time Management**

Allow sufficient time at the end of your presentation for questions and answers.

Have a table of contents for the presentation to show the road map.

Limit the number of slides to the scope of the presentation (20-30 slides).

Do not by-pass the slides without talking about or presenting them.

#### **5.2 Wrapping Up**

During the Q & A period, leave the slide with your contact information on the screen.

Remind audience to complete the evaluation forms they received from the room monitors. We value their feedback and use it when planning future events.

## **6 On-Site Presentation Facilities**

#### **6.1 Room Setup**

- "theater style" (chairs in rows, a stage with a podium in the front of the room)
- table space close to the podium holds water and presenter materials
- tables in the session room door that may hold presentation handouts if presenters desire to have them distributed

#### **6.2 Equipment**

The following standard equipment will be provided for each presentation session:

- at the podium: microphone, lavalier microphone, LCD projector, and the speaker is responsible for providing his/her laptop.
- 1 projection screen

- audience microphones to amplify attendee questions
- panel sessions will contain tables with chairs and table microphones

If you need any other equipment, coordinate it with SPIN at least one week ahead of the session.

## **6.3 Dry Run**

The presenter should have gone through a dry run before the session to make sure that the flow and timing of the material are appropriate.

## **6.4 Session Moderators**

Atlanta SPIN Meeting Moderators will contact presenters before the meeting to discuss time management and facilitation issues. During the meeting, moderators will introduce presenters, keep track of time, handle any presenter questions or difficulties, and remind attendees to fill out evaluation forms.

## **6.5 Room Monitors**

A room monitor will be present to assist attendees, distribute materials if the presenter so desires, distribute evaluation forms, and report any difficulties with the room setup or equipment to conference staff.

# **7 Terms and Conditions**

## **7.1 Substitute Presenters**

If you need to send a substitute to the Atlanta SPIN meeting to present in your place, make sure to send the Atlanta SPIN Board your replacement's name, organization, telephone number, and biographical information as soon as possible.

The presenter should ensure to eliminate any sales promotions for any product or services.

## **7.2 Cancellation**

If you are unable to attend the Atlanta SPIN Meeting, please notify SPIN, preferably, one month prior to the meeting.

## **7.3 Late Submission of Presentation Materials**

Presenters are required to provide the printed handouts for the presentation.

## **7.4 Permission to Reproduce and Distribute**

By submitting the abstract, submitters grant the Atlanta SPIN permission to reproduce and distribute materials during the session and on the Atlanta SPIN Web Site.

## **7.5 For more information, contact**

Atlanta SPIN Speakers Committee at "[board@atlantaspin.org](mailto:board@atlantaspin.org)"

# **8 References**

The following information, files, or documents support this document:

- SEI, SEPG Guidelines.