

Atlanta SPIN

Guidelines for SPIN Presentation

Team: SPIN Board

Version: 1.1

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1 Overview

This document defines the Atlanta SPIN presentation guidelines. You received these guidelines from the meeting facilitator assigned by the Atlanta SPIN Board.

These guidelines cover the deadline for submitting presentation materials, as well as several suggestions for preparing presentation materials that will show best in the venues used for the Atlanta SPIN meetings.

These guidelines include tips for giving presentations that have proven to be very effective when presenting to the Atlanta SPIN members.

These guidelines describe what equipment is provided and how to request additional facilities or equipment.

2 Preparing Presentation Materials

Please follow these guidelines when composing final presentation materials.

Presenters will be notified of their speaking date no later than one month prior to the meeting date

Presentation Materials Submission Deadline: three weeks 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. If handouts provided by the presenter, the handouts should be printed 2 slides per page.

The Atlanta SPIN will post the presentation on the Atlanta SPIN Web site after the meeting.

2.1 Checklist for Composing Your Presentation

- Number all slides.
- Include contact information and relevant URLs on your final slide.
- Data show the average time per slide with average material on the slide is approximately 2 minutes. The SPIN meeting allocates 1 hour for the presentation – plan accordingly.
- 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.
- Use practical and real-life examples where possible to highlight and demonstrate key points.
- Check your spelling by running a spell check program. Please note that the meeting facilitator will not check or update any presentations after they are submitted.

2.2 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

3 Submitting Final Materials

Final presentation materials should be submitted in PowerPoint format by email to the meeting facilitator 3 weeks prior to the meeting date.

3.1 Electronic File Format

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

3.2 File Naming Conventions

Name each file using the following conventions:

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

3.3 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 meeting facilitator will not check or update any presentations after the slides are submitted.

3.4 Submitting Your Final Materials

Submit all final materials in PowerPoint format via email to the meeting facilitator from the Atlanta SPIN Board at least three weeks prior to the meeting.

The Atlanta SPIN Board will post the presentation on the Atlanta SPIN Web site after the meeting.

4 Presentation Tips

4.1 Time Management

The time allotted for the presentation is one hour. Limit the number of slides to the scope of the presentation (20-30 slides) accordingly.

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.

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

4.2 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.

5 On-Site Presentation Facilities

5.1 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

5.2 Equipment

The speaker is responsible for providing a laptop.

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

- at the podium: microphone, lavalier microphone, LCD projector
- one 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 two weeks ahead of the session.

5.3 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.

5.4 Meeting Facilitators

Atlanta SPIN Meeting Facilitators will contact the presenter before the meeting to discuss time management and facilitation issues.

During the meeting, the facilitator will introduce the presenter(s), keep track of time, handle any presenter questions or difficulties.

5.5 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.

6 Terms and Conditions

6.1 Substitute Presenters

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

6.2 Sales Information

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

6.3 Cancellation

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

6.4 Late Submission of Presentation Materials

If presentation materials are submitted after the deadline, the presenter is required to provide the printed handouts for the presentation.

6.5 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.

6.6 For more information

Contact the meeting facilitator or the Atlanta SPIN Speakers Committee at board@atlantaspin.org.

7 References

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

- Software Engineering Institute (SEI), SEPG Guidelines.

8 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:
O.01	5/13/2004	Initial draft of this document	
1.0	6/1/2004	Updated with feedback from Board members	
1.1	6/1/2006	Updated Overview to define meeting facilitator, and provide brief description of remainder of document (section 2) Noted that Board posts presentation on web site after meeting (section 4) Added note about average time per slide for planning purposes (section 4)	
1.2	8/29/2006	Minor editorial changes – section 6.2 to clarify need to eliminate sales info from presentation; section 6.4 to clarify that presenter makes copies only if present submits slides after deadline	
1.3	10/15/2006	Added suggestion to speaker to use practical examples in the presentation where possible.	