



## SEPG Europe 2012 Presenter Guidelines, Terms, and Conditions

If you are accepted as a presenter at the SEPG Europe 2012 Conference, you must adhere to the following guidelines and policies.

### Presenter Registration and Travel Guidelines

- Presenters are responsible for their own hotel and travel expenses.
- If accepted, each primary presenter will be required to register for the conference by 30 March 2012. Presentation files must be submitted by 1 May 2012 in order to guarantee the session's time slot on the conference program.
- Any presenter who misses the registration and file submission deadlines will be removed from the program and replaced by an alternate presenter.
- If you need to send a substitute to SEPG Europe 2012 to present in your place, or if you are an accepted speaker and unable to attend the conference, contact Michele Falce, the SEPG Europe 2012 Technical Program Coordinator at mbaker@sei.cmu.edu.

### Presenter Terms and Conditions

- Individuals may hold no more than three participant roles (primary presenter, co-presenter, panelist, or panel moderator) during an individual SEPG Conference (SEPG North America, SEPG Europe, and SEPG Asia-Pacific) and may only serve as a primary presenter once during an individual SEPG conference, per SEPG Conference year. If your abstract is chosen to be presented at SEPG Europe 2012, all presenters associated with it must adhere to these guidelines and policies.
- By submitting a session abstract, submitters grant the SEI permission to reproduce and distribute materials in online conference proceedings.
- By submitting a session abstract, submitters grant the SEI permission to edit their abstracts to adhere to the SEI Style Guide to ensure consistency in our printed program and promotional materials.
- By submitting an abstract, submitters grant the SEI and Carnegie Mellon University ("Carnegie Mellon") and/or anyone acting on their behalf permission to photograph, film, or otherwise record and use their name, likeness, image, voice and comments and to publish, reproduce, exhibit, distribute, broadcast, edit and/or digitize the resulting images and materials in publications, advertising materials, or in any other form, and for any purpose worldwide without compensation.

### Presentation Submission Guidelines

- You should confirm that you will be able to obtain any and all necessary approvals or clearances prior to confirming your participation at SEPG Europe 2012.
- Speakers who do not meet the established deadlines (see Important Dates) will be removed from the program and replaced with an alternate.
- Speakers who update their materials after a specified date must provide delegates with a website where the updated presentation materials can be obtained.
- All presentation materials will be included in the conference proceedings that will be made available to delegates during the conference. All presentation materials will be made publicly available approximately 60 days after the conference on the SEI Conference Series web pages.

### Presentation Guidelines

- The SEPG Europe 2012 program will be very full, and it is important—for speakers as well as delegates—that the schedule be maintained. Due to time limitations of the program, we recommend limiting the number of slides to 25 or fewer for 40-minute presentations and 100 or fewer for half-day tutorials.
- Presentations must be submitted both as Adobe PDF files (one slide per page) and PowerPoint files. Either version of PowerPoint, 2003 or 2007, may be used.
- If you choose to submit your presentation only in PowerPoint, it will be converted to PDF for inclusion in the online proceedings. The SEPG Conference Series team and the SEI are not responsible for any formatting errors that may occur due to conversion to PDF, so we strongly encourage you to submit your presentations as requested—in both PDF and PowerPoint—to avoid any potential difficulties.
- Include your contact information and website on the final slide.
- Number all slides.
- Define each acronym the first time it is used in the presentation.
- Present materials that reflect the abstract that you submitted.
- Check your spelling and perform all final edits PRIOR to submitting your materials.
- Use standard Windows fonts when preparing your presentation (these are the fonts that are pre-installed on your computer).

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- If incorporating animations, do not cover text.
  - Use the following convention to name your presentation: “SessionID\_lastname.pptx” or “SessionID\_lastname.pdf.” For example: 1080\_Falce.pptx. Your Session ID will be the last 4 digits of the Reference ID number that is generated when you submit your abstract for consideration. If your session has more than one presenter, you may use both names in the presentation’s file name, e.g., “1000\_Baker\_Falce.pptx”.

### **Student Poster Presentation Guidelines**

- Use graphics where possible.
- For case studies, be sure to describe the process improvements that led to these results.
- Use a large enough font to be visible by someone standing up to 2 meters away from the poster (minimum of 18 point).
- Be sure to leave enough white space to allow people to focus on what is most important for them to see.
- When using graphics, do not put too much information in one figure or chart.
- When using text, avoid long sentences; instead use bulleted statements.
- Avoid using any promotional material for your organization that is not directly related to the poster theme.
- If using acronyms, provide definitions.