

# SEPG EUROPE 2008 PRESENTER GUIDELINES

## REGISTRATION AND TRAVEL GUIDELINES

If you are accepted as a Presenter at the SEPG Europe 2008 Conference, you must adhere to the following Guidelines and Policies.

For more information, contact

SEI Customer Relations

412-268-5800

FAX: 412-268-6257

[customer-relations@sei.cmu.edu](mailto:customer-relations@sei.cmu.edu)

- Presenters are responsible for their own hotel and travel expenses.
- Complimentary conference registration fees vary based on your presentation type – presentation, panel session, poster etc. and are designated for Presenters only and are not transferable. Check the following table to see how fees will be waived for your presentation type:

<b>Presentations and Panel Presentations**</b>	Presentations - day of presentation waived for <b>one presenter and one co-presenter per presentation.</b>  Panels – <b>day of presentation waived for one primary presenter (moderator) and up to three co-presenters only.</b>  Reduced conference rate available for presenters to attend the remainder of the SEPG Europe. Additional Co-Presenters must register via regular conference means.
<b>Tutorial Presenters</b>	Day of presentation waived for up to <b>two presenters per tutorial session.</b> Reduced Conference rate available for each presenter to attend the remainder of the SEPG Europe.
<b>Poster Session</b>	Complimentary registration for SEPG Europe. The registration fees will be waived for <b>one presenter per poster session only.</b>

<b>Registration</b>	<b>Before May 2, 2008</b>	<b>After May 3, 2008</b>
Presentation Day	Complimentary	Complimentary
Additional Three Days	\$ 895 USD	\$ 995 USD

\*\*If you have two separate presentations accepted you will be granted complimentary registration to the entire SEPG Conference.

#### **PRESENTER TERMS AND CONDITIONS**

- By submitting a session abstract, submitters grant the SEI permission to reproduce and distribute materials on a CD-ROM as part of the proceedings of the SEPG Europe 2008.
- Any presenter who misses the April 4, 2008 deadline will be removed from the program and replaced by an alternate presenter.
- If you need to send a substitute to SEPG Europe to present in your place, contact the Technical Program Manager, Ruth Gregg, as soon as possible.
- If you are unable to attend the conference, contact the Technical Program Manager immediately at [sepg@sei.cmu.edu](mailto:sepg@sei.cmu.edu) or call 412-268-5800.

## SEPG EUROPE 2008

### 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 the SEPG Europe 2008 Conference.
- Materials submission deadline is **Friday, April 4, 2008.**
- Presenters who do not provide materials by the **April 4** deadline *will* be removed from the program and replaced with an alternate.
- Presenters who update their materials after the **April 4** deadline must provide attendees with a website where the updated presentation materials can be obtained. Updated materials will not be included on the conference CD-ROM.
- All presentation materials will be on the conference CD-ROM that is distributed with the registration materials at the conference.

### HALF-DAY TUTORIAL, PRESENTATION, AND PANEL GUIDELINES

- The SEPG Europe program is very full and it is very important – for speakers as well as attendees - that the schedule be maintained. Due to time limitations of the program we recommend limiting the number of slides to 25 or fewer for 45-minute presentations and 100 or fewer for half-day tutorials.
- Presentations must be submitted **both** as Adobe PDF files - 1 slide per page- and Microsoft PowerPoint files.
- If you chose to submit your presentation only in Microsoft PowerPoint it will be converted to PDF for inclusion in the CD-ROM Proceedings. SEI's SEPG Offices are not responsible for any formatting errors that may occur due to conversion to PDF so we encourage you to submit in PDF to avoid any potential difficulties.
- Include your contact information and web site 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 you submitted.
- Check your spelling and perform all final edits PRIOR to submitting your materials.
- Use standard Microsoft Windows fonts when preparing your presentation (these are the fonts that are pre-installed on your computer.)
- If incorporating animations, do not cover text.
- Use the following convention to name your presentation: "sepgcode# – lastname".ppt or "sepgcode# - lastname.pdf"



## **POSTER SESSION GUIDELINES**

- Highlight real-world results, using graphics where possible.
- Be sure to describe the process improvements that led to these results.
- Use a large enough font to be visible by someone standing approximately 2 meters away from the poster (minimum of 18-point font).
- 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.