



SAVE International

2011

Speaker Guide

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Congratulations on being selected as a speaker at the SAVE International Annual Conference!

Please read this speaker guide carefully. SAVE International is working hard to ensure that your experience as a technical program speaker goes smoothly. To succeed, your diligence and cooperation with deadlines and policies are mandatory.

The speaker guide also provides helpful suggestions for the preparation of your technical paper and electronic presentation. Following these tips will improve their value to readers and listening audience.

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IMPORTANT DATES

All technical program speakers are obligated to provide the requested documents by the deadlines specified by the society business office. Failure to comply may result in your paper and/or presentation being excluded from the conference proceedings.

February 28, 2011 Speaker Agreement
Copyright Transfer Agreement
Author Biography
Paper/Presentation Abstract
Notice of Withdrawal or Substitution

April 30, 2011 Finished Paper

All documents submitted by the April 30th deadline will be included in the conference proceedings.

May 10, 2010 Digital Presentations

Speakers who will present from an outline are responsible for bringing sufficient copies to distribute to conference attendees.

SPEAKER FORMS

SAVE International requires the following forms for record keeping, orderly administration, and legal understanding.

- Speaker agreement
- Copyright transfer agreement.

Speaker Agreement

The speaker agreement identifies the following information:

Event Name
Event Date
Event Location
Speaker Name(s)
Presentation Title
Co-speaker Name(s), if any
Audiovisual Requirements

Rooms for technical program speakers will be set up in classroom style. Workshop instructors may specify their preferred room arrangements.

Speakers will automatically have use of a podium, microphone, projection screen, digital projector, and laptop computer for showing digital presentations. Speakers may also request other audiovisual devices required for their presentations.

SAVE will attempt to honor all requests; however, speakers are reminded that SAVE is charged by the conference facility for all extra equipment specified. Please be absolutely certain you will need a non-standard audiovisual

device before specifying it.

Copyright Transfer Agreement

SAVE International requires all speakers to sign copyright transfer agreements to protect the rights of both the authors and the society.

The copyright agreement specifies author(s) name(s), title of the paper, the venue(s) for publication, and any restrictions upon publication. The agreement also requires that the primary author testify that the work to be presented and published is an original work and is previously unpublished.

The copyright agreement may include a provision prohibiting the author from publishing or selling the work until 90 days after the conference, entitling SAVE International to specific rights of publishing your work.

The copyright agreement covers the following:

- Publication in the conference proceedings
- Publication in the SAVE Knowledge Bank.

The conference proceedings—all technical papers presented at the annual conference—are published to a CD and distributed to conference attendees. The conference proceedings CDs are also offered for sale after the conference.

In December of the conference year, all conference proceedings are uploaded to the SAVE Knowledge Bank, a web-based repository of technical papers.

You may be contacted by the editor of Value World with an offer to publish your paper in the society's academic journal. That would require another copyright agreement.

Authors may request that the copyright agreement be amended.

SAVE International must receive your speaker agreement and copyright transfer agreement to be assured of your presence in the technical program. *If circumstances prevent you from presenting your paper at the annual conference, please send a written notice of withdrawal by the specified date.* Timely notice enables SAVE to find another speaker to fill the vacated slot in the presentation schedule.

DISCOUNTS & REIMBURSEMENT

SAVE International extends a significant discount on the conference registration for technical program speakers. The discount is not given to keynote speakers, session moderators, or workshop instructors.

Upon being notified of selection for the technical program, speakers receive a voucher that may be redeemed for a discount to the conference registration fee. The voucher must either be submitted with the conference registration form or the voucher code must be entered into the online registration form to be redeemed.

Speaker vouchers are valid only for the conference in which the presentation is scheduled and may not be applied to workshops or optional events or redeemed for cash or merchandise.

Speakers will receive a copy of the *Policy on Seminar Reimbursement*. SAVE International does not reimburse technical program speakers for travel, lodging, or meal expenses.

SPEAKER OBLIGATIONS

Technical presentations are the focus of the SAVE Annual Conference. The success of the conference program depends upon your preparedness, professionalism, and willingness to comply with deadlines. As a conference speaker, you will be required to fulfill several obligations to ensure that the technical program runs smoothly.

Deadlines

Speakers must adhere to deadlines established by the society business office. (See page 3.)

March 1, 2011

- *Speaker Agreement:* Signify your understanding that you will present your paper at the SAVE Annual Conference. Hard copy provided. Return to the society business office via fax or mail.
- *Copyright Transfer Agreement:* Permit SAVE to publish your work in the conference proceedings and the SAVE Knowledge Bank. Hard copy provided return to the society business office via fax or mail.
- *Author Biography:* Provide a biography of each author of the paper to be presented. Each author biography should be no longer than 100 words. Submit as a Microsoft Word or Rich Text Format document. Attach author pictures separately, do not embed graphics.
- *Paper/Presentation Abstract:* Provide a concise summary of your paper in a Microsoft Word or Rich Text Format document. Do not include citations or graphics. Abstracts should not exceed 200 words.
- *Notice of Withdrawal or Substitution:* If you are unable to present your paper or a speaker for the paper has been substituted, submit the withdrawal or notice of substitution in writing to the society business office. Changes in paper/presentation titles should also be sent, in writing, to the society business office. SAVE staff will execute speaker substitutions and title changes. SAVE staff notify the VP-Conferences and Technical Program Director of withdrawals so that another presentation may be scheduled in their places.

SAVE will post paper and presentation abstracts on the conference web page.

April 30, 2011

- *Finished Paper:* Submit the final, ready-to-publish version of your paper or presentation to the society business office. Digital format is mandatory; high resolution Adobe Acrobat PDF is preferred.

All documents submitted by the April 30th deadline will be included in the conference proceedings. Late submissions will be excluded from the conference proceedings.

If you miss the deadline for submitting your finished paper, then you must bring sufficient printed copies of your presentation to the conference to distribute to the audience. SAVE recommends a minimum quantity of 100 copies.

If you arrive at the conference without the necessary copies of your presentation, SAVE staff will direct you to the nearest business center where you may print and/or copy your presentation. Or you may request that society staff make copies for you. Copies will be charged at a rate of \$0.10 per page per copy.

May 20, 2011

- *Digital Presentations:* This is the final deadline for digital presentations. Presentations will be uploaded to CDs to be transferred to conference computers prior to the technical sessions. Preloading speaker presentations is necessary to effect the smooth and orderly transition of speakers in the program.

Speaker Registration

Speakers, session moderators, forum moderators, exhibitors, and all other conference attendees are required to complete the annual conference registration form and remit the published registration fees. Speakers receive a voucher that may be redeemed for a discount on their conference registrations.

Speaker Breakfast

Session moderators and speakers enjoy a hot breakfast in the “Speaker Ready Room” on the days they are scheduled to speak. SAVE staff will inform you as to the location of the Speaker Ready Room.

The speaker breakfast is served at 6:30 a.m. local time and attended by that day’s speakers, session moderators, and the Technical Program Director. The preparation session for speakers and moderators begins promptly at 7:00 a.m.

The technical program director will welcome speakers and moderators and explain conference expectations and duties. Moderators will receive packets filled with speaker biographies, presentation abstracts, and the schedule of presentations. Speakers will be invited to practice their presentations and ask questions regarding presenting at the conference.

The morning meeting provides an opportunity for last-minute communication between speakers and session moderators on scheduled changes, specific introductions, etc. You must notify SAVE if you do not plan to attend.

Following the briefing, speakers are invited to check the session rooms and to familiarize themselves with the audiovisual equipment (room lighting, microphones, projectors, etc.). Speakers control the advancement of slides. Your familiarity with the room and audiovisual equipment will help your delivery run smoothly and be of the quality that you and the conference attendees expect.

The Speaker Ready Room will remain open and available to speakers to use until 11:00 a.m.

Withdrawn Papers

Session papers shall not be rearranged under any circumstances without prior approval of the VP-Conferences and Technical Program Director. If the number or location of withdrawn papers presents a problem to the session moderator, the VP-Conferences shall be consulted to arrive at a suitable solution. Indiscriminate changing of the session papers negates the careful efforts of the Technical Program Director in preparing meaningful session and presents serious problems to those participants who have planned to hear a specific presentation at the previously designated time.

No-Show Speakers

On rare occasions, speaker scheduled to make their presentations fail to show up and do not notify SAVE International of their change in plans. Unless suitable justification is provided by the speakers in a timely manner, SAVE will not consider future contributions to the annual conference program by these speakers. When speakers do not appear for their presentations, the efforts of the conference planning team to provide a quality program are diminished significantly, the role of the session moderator is made more difficult, and the audience is unnecessarily disappointed.

GUIDE FOR PREPARING YOUR PAPER

Technical program papers will be reproduced on the conference proceedings CD as submitted. Submit your paper as an email attachment or on disk using the following instructions. Also send a hard copy of your paper in letter or A4 paper size, in case there are problems with the electronic copy. There should be no difference between the hard copy and the electronic copy of your paper.

Please format your paper according to this guide for a uniform and professional appearance.

1. Papers will be accepted in the following formats ONLY: *Adobe PDF* (preferred), Microsoft Word, or Rich Text Format.
2. Sufficient *margin space* should be provided on all four sides of each page. SAVE suggests 1 inch margins for the left, right, and bottom margins and 1.25 inches for the top margin. The paper title, author(s) last name(s), and page number should be right-justified and appear in the header space at the top margin. Type the title and author names in all capital letters. For example:

PAPER TITLE (AUTHOR NAME) PAGE #

3. *Title page:* Enter the title in all capital letters three to four inches from the top edge of the page. Following the title should come the author's name. Write the full name of each author, including all professional designations. Next to appear are author biography(ies) with a photograph of the author(s). Author biographies should not exceed 100 words. The paper abstract follows the author biography(ies). The abstract should not exceed 200 words.
4. Use *single spacing* throughout the paper. Do not double space.
5. Use a *single column* format.
6. *Fonts:* Use a common serif font (e.g., Times New Roman) for content text and a common san serif font (e.g., Arial) for header text. The recommended size for body text is 11 or 12 points. Primary headers may be 18 points, with sub-headers being 14 or 12 points. The quality of the document on the conference proceedings CD depends entirely upon the quality of your text and graphics.
7. *Graphics:* Graphics must be embedded within the content. Be sure to use high resolution bitmap graphics or vector images. Know that JPG images are "lossy" and deteriorate every time the document is opened. TIF, PDF, and vector graphics are not "lossy". SAVE cannot edit graphics or improve poor image quality.
8. *References:* SAVE recommends following the *Chicago Manual of Style* for all referencing and style conventions. All quotations, graphics, and tables within the paper should be references. A bibliography of all information sources used in writing the paper should appear at the end of the paper, following the body and any graphics.
9. *Content:* SAVE staff does not review, proofread, or edit technical papers. Your paper will be uploaded for reproduction to the conference proceedings CD as submitted. Be sure to carefully review your paper and graphics for clarity and correctness. Avoid overuse of acronyms, slang, and idiomatic expressions.
10. *Submissions:* If you submit your paper on disk, be sure to clearly label your disk with your name and the title of your paper. If you submit via email, your document should bear the title of your paper and the author name(s): e.g., Paper_Title_(Name).pdf.
11. Do not roll, fold, or bend original hard copies for mailing or shipping. Send all paper originals flat with the disk properly protected.
12. Submit your finished paper in compliance with the deadline.

GUIDELINE FOR ORAL & ELECTRONIC PRESENTATIONS

The purpose of an annual conference is to provide a professional forum for the presentation and discussion of new ideas, issues, and developments important to SAVE International members and to the interested community. The proper presentation of papers at the annual conference is the most essential element of the entire event. The speaker must realize that he/she is speaking to an audience of varying degrees of familiarity with the subject matter. (If everyone had the same expert knowledge as the speaker, there would be no need to make the presentation.) Furthermore, since SAVE is an international organization, consideration should be given to making the presentation in a manner that is meaningful to those whose native language is not English. A successful presentation can be assured if the speaker heed the following guidelines for organization, visual aids, and delivery.

General

1. Arrive at the meeting or “track” room at least 30 minutes prior to the scheduled start of your session. Locate your session moderator and let him/her know you are present. Become familiar with the operation of the projector and microphone.
2. Microsoft PowerPoint slides should have been submitted to the society business office by the established deadline and loaded onto a CD given to the session moderator. If you did not comply with the deadline for digital presentations, you should be prepared with your own laptop computer preloaded with your presentation. Slides should be prepared so they are easily readable by the audience.
3. Ensure your presentation does not run over your allotted speaking time. If your presentation runs long, you are stealing time from the speakers who follow you.
4. Allow for 10 minutes of questions and discussion at the end of your presentation and within your allotted time. Repeat any questions from the audience into the microphone for the entire audience to hear before attempting to respond.

Session moderators will ensure that each presentation begins at the scheduled time. In order to adhere to the allotted time, speakers should present information in a concise manner; focus on ideas, concepts, and the impact of the work; and, emphasize points, results, and other conclusions.

SAVE requires that speakers use one of the three digital presentation templates for creating their PowerPoint slide presentations. The template designs present a professional, cohesive appearance and avoid distractions such as busy backgrounds and low-contrast colors between backgrounds and text—faults that are common complaints from attendees. The templates are available on the speaker web page within the society’s website: http://www.value-eng.org/cfp_main.php.

Organization of Presentation

Persons with varying degrees of knowledge of the subject matter should be able to understand the significance and usefulness of the work. Sufficient background must be provided to educate the listener as to why a topic is being presented. Describe the conduct of the work or basis of the approach taken. Include the significant facts and results in the description of the work. Present a conclusion that highlights the importance of the work.

Visual Aids

Visuals serve as a guide to the presentation. They outline the presentation to help the listener follow the speaker. The objective of the work is highlighted and important details of the work are presented. Significant results and conclusions are also highlighted on the visuals. Unreadable and poor quality graphs and slides are a common complaint from attendees.

- Ensure slides are easy to read. Information is legible when read unaided at a distance of 20 feet (approximately 6 meters).
- Information on the slide should be presented horizontally and should not be crowded.
- Tables and graphs should show only *necessary, illustrative* information. Clearly present titles, headings, and legends for tables and graphs. Tables should not exceed six rows and four columns. Text should summarize the information—only one or two points per slide.

Legibility of the starting material does not imply legibility of the projected image. The legibility of visuals is determined by the letter or line size, density (or opacity), and contrast of the letters against the background. Use of colors can be helpful in increasing legibility or adding emphasis, but be sure that the colors contrast. Do not use images of typed pages because they are not legible more than a few feet from the project images as the type is too small and the letters too thin.

The information density on each visual should be low to avoid strain on the reader. Prepare several simple slides rather than one complicated one. The use of color enhances a visual, but too many colors cause strain on the reader. Do not use tables and graphs directly from the report, but prepare tables and graphs specifically for projection and eliminate all unnecessary detail. Graphs should show general trends and relative values. Avoid detailed line drawings. If photographs are used, they should tell a story and support the overall presentation. Use only high quality, sharp photographs.

For best results, view and adjust your slide presentation before submitting it for conference viewing.

Delivery

The successful presentation demonstrates effective preparation prior to the meeting. The speaker is organized. The presentation is developed to meet the allotted time constraints. It has been practiced and is coordinated with the sequencing of the visuals. The delivery of the speaker ensures that the audience can easily follow the presentation.

The speaker should:

- Speak loudly enough to be heard in the back of the room.
- Talk to the audience, not to the visual.
- Speak slowly enough so that people can follow easily.
- Speak for the non-English speaking audience, avoiding slang and contractions when possible.
- Avoid presenting too much technical information.
- Avoid blocking the projection of visuals.

It is essential for the speaker to practice the presentation several times, preferably with an audience of peers. If possible, arrange for an assistance to advance the PowerPoint slides. In some cases the projector is away from the speaker's podium and effect presentation from the projector may not always be possible. The assistant also allows you to move about, if necessary, to highlight specifics on the screen and directs the audience's attention to you rather than to the projector.