I/ITSEC
AUTHOR'S HANDBOOK

The process from Call for Papers through presentation at I/ITSEC

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1.0 Introduction

The Interservice/Industry Training, Simulation and Education Conference (I/ITSEC) promotes cooperation among the Armed Services, industry, academia and various Government agencies in pursuit of improved training and education programs, identification of common training issues and development of multiservice programs. I/ITSEC also serves as a venue for the advancement of modeling and simulation capabilities in support of our nation's Armed Forces.

The I/ITSEC can really be broken into two closely related but distinct parts; the trade show (exhibits) and the conference program. The conference program is organized and managed by a rotating group of volunteers from government, industry, and academia, who collectively are responsible for the educational aspects of the conference program, such as the tutorials, papers, presentations, etc. Subcommittees are formed to act as peer reviewers for the submitted abstracts/tutorials/papers/presentations and to manage the presentation tracks during the conference.

The I/ITSEC Paper Subcommittees are made up of members from industry, academia and the government. There currently are six subcommittees, each with a Subcommittee Chair, Deputy Chair and subcommittee members. In addition, there is a Tutorial Board with members from academia and industry. As with any relevant conference, the names and focus of the subcommittees and the Tutorial Board change as our industry evolves. As a prospective author/presenter, your primary contacts for your participation at I/ITSEC will be through a subcommittee or the Tutorial Board.

2.0 I/ITSEC Process

If you are interested in publishing and presenting a paper or presenting a tutorial at the I/ITSEC, it is helpful to understand the process of getting a paper or tutorial from *Call-for-Papers* through *publication and presentation*. This handbook was designed to explain the process and to provide links to other data sources to help potential Authors get published and/or presenting at the I/ITSEC.

2.1 Call for Papers and Tutorials

The *Call for Papers* provides an overview of the process of submitting a paper or tutorial for the I/ITSEC. It also highlights the specific year's I/ITSEC theme, points of contact, and important dates. The *Call for Papers* sends a prospective author to the I/ITSEC website, www.IITSEC.org, where more detailed information (including this handbook) is provided.

The first phase of the I/ITSEC process is the submission of an Abstract for a paper or a Proposal for a tutorial. Abstracts for papers and proposals for tutorials are usually submitted in the January – February time frame. A tutorial proposal contains an abstract, as well as a topical outline and a set of learning objectives. An Abstract is a summation of the important topics that will be discussed in a paper or tutorial. The subcommittee/Tutorial Board will usually have some knowledge of your topic area, but is looking for your treatment of the topic.

At this point, you may be unsure as to whether you should propose a paper or a tutorial. Here are some contrasts which may help you decide if you are unsure.

Paper	Tutorial
• Requires the preparation of a paper up to 10 pages in length	• Does not require the preparation of a paper
• Must constitute material that has not been previously published	• May be material that has been presented/published before, or will be presented/published in the future
• Requires a 20 minute presentation	• Requires a 90 minute presentation (although two-90 minute blocks may be requested)
• Typically, covers new, ground-breaking material	• May cover new material, or provide coverage of key topics of persistent interest in training, education, or simulation
• Will be published in the I/ITSEC Conference Proceedings	• Will not be published in the I/ITSEC Conference Proceedings
• May be selected for Continuing Education Unit (CEU) credit, requiring the preparation of three CEU questions	• Will be offered for CEU credit, requiring the preparation of ten CEU questions

Table 1 - Contrasts between Papers and Tutorials

Papers and tutorials also proceed on a separate timeline, converging at key decision points and at the I/ITSEC. Here is a comparison of the timelines:

Date	Paper	Tutorial
January-February	• Submit paper abstract	• Submit tutorial proposal
April	• Selection of abstracts to proceed to papers	• Selection of tutorials to proceed to draft presentation preparation
May-June	• Paper submission, along with clearance form	• Draft tutorial presentation submission along with CEU questions and clearance form
July	• Selection of papers for publication and presentation	• Selection of tutorials for presentation
August-September	• Final papers submitted • Paper presentations submitted • CEU questions submitted	• Updated tutorial presentations submitted

October	• Final review of paper presentations	• Final review of tutorial presentations
I/ITSEC Conference - First week after Thanksgiving	• Papers presented on Tuesday-Thursday	• Tutorial presented on Monday

Table 2 - I/ITSEC Submittal and Presentation Timelines

If you are still unsure about whether a paper or tutorial is the best path for your topic, you are encouraged to contact the Program Chair or Tutorial Board Chair. You will find their contact information in the Call for Papers on the I/ITSEC web site.

If you have decided to submit a paper, then continue reading with section 2.2. For tutorials, proceed to Section 2.3

2.2 Paper Process

This section provides information on the I/ITSEC Paper Process from the abstract submission to the paper presentation at the I/ITSEC.

2.2.1 Abstract Submission

You will submit your abstract by completing an on-line form that is accessible from the "Stage 1: The Abstract for the Paper" section of the I/ITSEC website http://application.iitsec.org/abstracts/. The on-line form directs you through a series of questions to ensure that your planned paper is appropriate for the I/ITSEC and directed to the most appropriate subcommittee.

Specific information required for your abstract submission is as follows:

- Contact information for Primary (and Secondary) Authors
- Biography for Primary (and Secondary) Authors (200 word limit)
- Abstract Title (10 words or fewer)
- Up to five Key Words
- Abstract Text (300 word limit)

Additional information regarding the Abstract submission is provided on the I/ITSEC website in the "Paper Completion Process" section under the "Stage 1: The Abstract for the Paper" heading. The following sub-sections provide further details to assist with the preparation of your abstract.

2.2.1.1 Identifying the Appropriate Subcommittee

Subcommittees are made up of members from industry, academia and the government, each having some relevant tie to that specific area. Most Subcommittee members possess advanced degrees, with many PhD's represented; many are published authors who have also presented at prior Conferences.

Since the name and charters for subcommittees change with the times, the Call for Papers should be used to determine which subcommittee to choose for your paper. For contact information for the Program Chair please click on the "About I/ITSEC" tab on the I/ITSEC website, then click on "Leadership". For a list of the current subcommittees click on "Subcommittees" under the "Leadership" tab.

When you submit your abstract on-line, you will be guided through a series of questions that will direct your paper to the correct subcommittee. At no time should the same abstract be sent to multiple subcommittees. Likewise, you should not submit the same abstract as both a paper and tutorial.

2.2.1.2 Writing a Good Abstract

The content of the abstract, since it is reviewed first, is very important. Remember, your abstract is all that the subcommittee members have to determine if your proposed paper meets the criteria for acceptance; it is your first impression so make it count. A good abstract includes each of the following:

1) Provides top-level detail on what problem(s) and solution(s) the paper will discuss.
2) Discusses data sources or data sets that will be presented in the paper to justify your conclusions.
3) Provides an idea of the types of lessons learned from your process or data findings.

The development and execution of mixed-architecture Live, Virtual, and Constructive (LVC) environments poses many challenges (e.g., employing some combination of DIS, HLA, TENA, and CTIA). The LVC Architecture Roadmap (LVCAR) initiative was established to document these challenges. One key finding addressed the need to gain cross-community agreement on the format and content of object model data. Further, LVCAR recommended that agreements on object model content occur at the atomic-level and tools and techniques be developed to support the assembly of object models from object model components. **This paper reports on the progress of a pathfinder project in addressing this problem, called the Joint Composable Object Model (JCOM), which describes an object model composability approach. There are three aspects to the proposed solution. First, a technical framework that formalizes conceptual modeling in a manner that relates the description of warfighter missions to what an LVC environment must support is outlined.** This formalization of conceptual modeling provides a method to define LVC system functionality in a way that enables object model component composition via mission threads (e.g., Joint Close Air Support (JCAS), Time Sensitive Targeting (TST), and Consequence Management), organizing the conceptual model content while making them relevant to warfighters. Second, since agreements on object model content and format are easier to achieve at a finer granularity, an approach that relates object model fragments to the conceptual model through the use of descriptive metadata is addressed. Metadata descriptions provide the method and semantic content required to relate the various object model components, and support object model assembly. **Finally, the paper presents an architecture independent object model format as both a method and technology to enable effective composability. This is critical to enable reuse of assets in mixed-architecture LVC environments.**

Poses the problem or issue Up-front

Provides detail on what the paper will discuss

Discusses how the posed problem will be solved

Figure 1 - Example of a Good Abstract

We are looking for new and innovative ideas and concepts; the Subcommittee structure ensures corporate memory of recent papers and presentations (at I/ITSEC and in other training, education, and simulation venues) and "retreaded" concepts are generally not well received. ***Submissions must be original work which has not been published anywhere else!*** Any significant ***new*** information relating to previous papers and presentations, continued evaluation assessments (for multi-phase efforts) and valid re-assessments of previous presentations are acceptable. Figure 1 provides an example of a good abstract.

2.2.2 The Subcommittee Abstract Review Process

Once all the abstracts have been posted to the website and abstract submission is closed, the subcommittee chairs review each of the abstracts for their subcommittees to determine if they belong in that subcommittee or should be transferred to another subcommittee or if should be reviewed as a tutorial. If the chairs' recommendations are that a submission shift from paper to tutorial, the lead author will be contacted to determine if they concur with such a shift.

If accepted for review by one of the subcommittees, the subcommittee members will download them for review and critique. Subcommittee members fill out a review form for each abstract and form an opinion to accept/reject/discuss each abstract. They bring these forms and opinions to the abstract review where each subcommittee meets and discusses which abstracts should be accepted for development into a paper. This consensus process provides each subcommittee member a chance to voice their opinions about the submitted abstract and the perceived strengths and weaknesses. Every year, many abstracts are submitted and the Subcommittees take great care to ensure that an abstract selected for development into a paper has a fair shot at being selected for presentation. Therefore, great care is taken to only select abstracts that convey the potential to make interesting papers that will further the state of the art or understanding of the I/ITSEC audience.

Each abstract selected to continue to paper is assigned a subcommittee *Birddog.* The role of the Birddog is to correspond with the authors, offering them guidance as they perform the writing process, and to track progress to help ensure successful completion of paper/presentation submission gates.

Following the abstract review, each subcommittee chair enters "accept" or "reject" for each of their assigned abstracts into the abstract database. When complete, a form letter is generated notifying authors of the status of their abstracts. If accepted, you will also hear from your Birddog. If rejected, you may receive feedback from the subcommittee chair as to why your abstract was not accepted. If you do not receive feedback, you can contact the subcommittee chair for information.

2.2.3 Paper Submission

Now that you have received your notification that your abstract was accepted for paper submission, it's time to start preparing your paper. Paper submissions are typically due at the end of June. The following sub-sections will assist you in preparing your paper.

2.2.3.1 Working with Your Birddog

The Birddog is your advocate at the paper review. It is in your best interest to communicate with your Birddog and to closely consider their advice as you develop your paper. If you are not contacted by your Birddog within a week of acceptance of your abstract, you should contact the subcommittee chair to find out who your Birddog is and if there is a reason you have not heard from him/her. The Birddog will have the comments from the abstract review and should pass those to you to help you address possible concerns from the subcommittee members. The intent of any Birddog is to help you write a paper that is the best it can be. Draft versions of your paper should be sent to your Birddog so that he/she can provide you with constructive feedback. Keep in mind that at the paper review, your Birddog will be the one to advocate acceptance - he/she is your best ally at this point.

2.2.3.2 Preparing and Submitting Your Paper

Specific information regarding paper format, submission instructions, and paper clearance release is available on the I/ITSEC website in the Paper Completion Process section under the heading, "Stage 2: The Paper". The first page of the paper is contains the paper title, author(s) by-line, abstract, and author biographies should be 1 page in length. The page limit for the main body of the paper is 10 pages, not counting the 1-page abstract.

You will submit your paper via e-mail per the instructions that will be available in the "Stage 2: The Paper" section of the I/ITSEC website. Paper submission opens in early May and closes near the end of June (see Important Author Dates).

A good source for writing a research paper is the APA Style Guide (http://www.apastyle.org/index.aspx). Also, look at previously presented papers (especially those nominated for *Best Paper)* to understand what an acceptable paper contains. Remember, a good paper clearly states the problem/issue/idea and then supports it with facts, conclusions and sources. There are many websites, tools and templates available to assist a new author such as: www.aresearchguide.com/1steps.html. The paper template on the I/ITSEC website also spells out formatting rules for I/ITSEC papers. It is a good practice to lay your final drafts out in this format, to ensure proper heading and footer data, page numbering, column spacing, figure/chart placement, and referenced publications. The final paper should flow from opening statement to final reference citation—both in prose and in visual offering. Plagiarism will not be tolerated; papers that contain significant "cut and paste" will be treated with skepticism as to the amount of original work.

A couple of key *lessons learned* by those who went before you:

- Strive for early submission (avoid the technical backlog)
- Ensure paper is in PUBLISH READY form—complete, with best effort made to ensure proper grammar, spelling, final pictures/tables/charts, and in the format required by the I/ITSEC paper template
- Copy your Birddog on your paper submission
- Work Clearance Release early

2.2.3.3 Obtaining Clearance for Your Paper

Proper clearance is a mandatory step to publish and present your paper at I/ITSEC. This clearance process is detailed in Annex A. The clearance form will also be available on the I/ITSEC website in the Paper Completion Process section under the heading, "Stage 2: The Paper". The clearance form will be submitted to the Program Chair, and instructions will be provided on the form. The due date for the clearance form is prior to the Paper Review (see "Important Author Dates"). **If you clearance form has not been received on or prior to its due date, your paper will not be eligible for review**.

CAVEAT: This guidance was developed to aid you in navigating the clearance release processes of your organizations and/or sponsors. It provides some (hopefully helpful) tips, points of contact and a guideline for the time table you should expect. Nothing in this guide is binding and in no way replaces or alters the clearance release processes required by your Agency/Organization/Company.

2.2.4 The Subcommittee Paper Review Process

Once all the papers have been posted to the website and paper submission is closed, the subcommittee members can download them for review and critique. As previously done with the abstracts, subcommittee members fill out a review form for each paper and form an opinion to accept/reject/discuss each paper. They bring these forms and opinions to the paper review where each subcommittee meets and discusses their papers to determine which should be recommended for publishing and presentation at the conference.

The Birddog will represent your paper at this review. They will discuss how much involvement they had with the author and how receptive an author was of the comments provided from the abstract review. Subcommittee members are given a chance to voice their opinions about the submitted paper and the perceived strengths and weaknesses. Papers can be selected to be "publish only" if the subcommittee believes that it will not make an interesting presentation but is worthy of being read by the community.

At the conclusion of the Paper Review, all prospective presentations are grouped into sessions of three presentations, and each session is assigned a Session Chair. In a few instances, your Birddog and your Session Chair may be the same person, but their roles are completely different. Your Birddog will continue to help you through the process by assisting in preparing and processing your presentation and attending your practice session (if at all practical) at the I/ITSEC convention center to ensure your timing is appropriate (more details in a subsequent section).

Following the paper review, each Subcommittee Chair enters "accept" or "reject" for each of their assigned papers into the paper database. When complete, a form letter is generated notifying authors of the status of their papers. If accepted, you will also hear from your Birddog. They will provide you individual comments for updating/editing your paper for final publication based on the subcommittee review. If rejected, you may receive feedback from the Subcommittee Chair as to why your paper was not accepted. If you do not receive feedback, you can contact the Subcommittee Chair for information.

2.2.5 Final Paper Updates

When you receive your acceptance notification, it may contain requests for minor modifications prior to publication. The submission process for final paper updates will be the same as the initial paper submission. Final paper updates are due mid-August (see Important Author Dates).

2.2.6 Continuing Education Units (CEUs)

If your paper is selected for CEU you will be asked to provide multiple choice questions pertaining to your topic.

It is an honor being selected as a CEU paper. It means that your paper has been deemed of academic quality and can be used for CEU credit for those who attend your paper session.

If chosen for CEU, your Birddog will forward the CEU Question Entry Form spreadsheet to you with the requirement to submit four questions with corresponding correct and incorrect answers. The spreadsheet must be sent back to the Birddog by the presentation due date. The Birddog will perform a quality check of your questions for submission to the Subcommittee Deputy who is responsible for collecting all CEU questions and will forward the completed forms to the CEU Coordinator for I/ITSEC.

Annex B provides guidance for preparing CEU questions.

2.2.7 Presentation Submission

The I/ITSEC presentation format is a brief introduction, followed by up to 20 minutes of presentation, followed by 5 minutes of Q&A, concluding with a 5-minute intermission. This schedule is strictly enforced and your session chair will interrupt and terminate your presentation at the end of its allotted time (if necessary). Please ensure that you can complete your presentation at a comfortable, measured pace in 20 minutes or slightly less.

2.2.7.1 Preparing Your Presentation

Now that you know about the presentation format, you are ready to start preparing your PowerPoint presentation. Begin by downloading and reviewing the Presentation Template included in the Presentation Toolkit zip file or PowerPoint file that will be available after the Paper Review in the Paper Completion Process section of the I/ITSEC website under the "Stage 3: The Presentation" heading. This template will address the following:

- most of the problems that a presenter may encounter
- choice of font
- choice of colors and backgrounds
- use of logos
- transition devices
- incorporation of graphics and video
- proper use of acronyms
- efficient use of your allocated time

As soon as you have submitted your final paper (your approved paper with the corrections required from Paper Review), you should start preparing your presentation. The due date for your presentation is usually mid-September (see Important Author Dates). If you wait until the last day to submit your final paper and then start your presentation, you will only have a few weeks left to finish your presentation, have your presentation reviewed by your Session Chair and/or your Birddog, and to load your presentation onto the I/ITSEC server. If the agency or program that your presentation represents requires an internal review to clear the presentation, please allow sufficient time to obtain all necessary internal approvals before submitting the presentation to I/ITSEC. It is recommended that you have your Birddog review your presentation material prior to submission. If there are any errors, they can be fixed before the upload process begins.

Annex C contains additional information about preparing your presentation.

2.2.7.2 Uploading Your Presentation

Upload your presentation materials to http://application.iitsec.org/presentations per the instructions provided by the Program Chair through your Subcommittee.

Please provide your paper reference number when uploading your file. If your presentation has separate linked multimedia files, create a zip file containing your presentation along with those files. For video files, the use of .wmv format has proven to avoid many commonly encountered compatibility problems with the I/ITSEC presentation systems.

If for some reason you are not able to submit your presentation materials via the web, send a zip disk or CD to:

> **Barbara McDaniel, NTSA-I/ITSEC, Suite 400, 2111 Wilson Boulevard, Arlington, VA 22201. Phone (703) 247-2569.**

Remember to include your REF ID# in the file titles so that the file is loaded into the correct folder.

Note that the presentation server will only accept the following file formats based on extensions:

- PowerPoint files with the extension: ppt / pptx
- PDF files with the extension: pdf
- Word files with the extension: doc / docx
- Zip files with the extension: zip

Once you have completed and uploaded your presentation you are not quite done yet, but you've definitely completed another major step. You are required to clear your presentation through your Session Chair and submit it by the due date, two full months before I/ITSEC, for good reasons. One of those reasons is that every presentation is previewed in an actual I/ITSEC presentation room in Orlando by more than 25 senior members of the I/ITSEC Program Committee. This presentation review, which occurs in mid-October, ensures legibility of every slide in the convention environment and ensures that no presentation requirements are violated. Often this review results in additional comments on your presentation. If required, you will be contacted by your Birddog and/or Session Chair with requirements and/or suggestions for changes. You will also be given instructions regarding how and when to make the enhancements.

2.2.8 Presentation Review

The subcommittee chairs will meet at the convention center mid-October and review your presentation to ensure it is compatible with the I/ITSEC computers and audiovisual equipment. To avoid unnecessary difficulties, it is imperative that you coordinate and work closely with your Birddog and/or Session Chair up to and through the date of your presentation to I/ITSEC. After the presentation review, your Session Chair will be able to tell you the time and date of your presentation.

2.2.9 Sign-Up to Practice

"Practice makes perfect" applies here. Practice rooms go quickly, go to the I/ITSEC website and schedule a practice room to rehearse your presentation with your Session Chair and/or Birddog when the on-line reservation system opens in mid-November. (See the "Stage 3: The Presentation" section of the Paper Completion Process website for the link to the online registration system.) Even if you are an accomplished presenter, it is highly recommended that you sign up for a practice session and coordinate that time with both your Birddog and Session Chair. This coordination will help ensure that you have an audience to give you feedback on your presentation.

2.2.10 Contact Information

During the last couple of weeks prior to I/ITSEC, please ensure that your Session Chair knows how to contact you in case of last minute changes. Your Session Chair will need to get information from you/your supplied bio so that they can give the audience a 30-second introduction to be used when you are called forward for your presentation. You should also provide your Session Chair with a telephone number or other means of contacting you while you are at I/ITSEC in case of any truly last minute changes or technical difficulties with your presentation. You should have a means of contacting your Session Chair in the event you have an emergency during the conference. Even though your presentation has already been loaded on the I/ITSEC server, please bring an electronic copy on a memory stick or CD with you to the conference.

One FINAL time, we encourage you to take advantage of the opportunity to run through your presentation in a practice room (sign up online through the I/ITSEC website) in Orlando's convention center with your Session Chair. You can invite a few friends if you wish, and you should definitely consider inviting your Birddog. This final practice not only provides an opportunity to polish your delivery and nail your allotted time, but this final practice session is your one opportunity to personally ensure your presentation is compatible with the equipment in the presentation room so you aren't embarrassed in front of a huge crowd.

2.2.11 The Speaker's Meeting

On the Monday evening of the I/ITSEC conference week, you are expected to attend a Speaker's Meeting and Reception of all presenters (and Session Chairs). The exact time and location of the Speaker's Meeting and Reception will be given to you by your Session Chair and/or Birddog. If for any reason you are unable to attend this meeting, you must notify your Birddog and/or Session Chair.

The purpose of the meeting is to disseminate last minute information and allow you to meet with your Birddog and Session Chair. The setup and equipment provided in each room as well as the process for timing your presentation will also be explained.

This meeting comes highly recommended not only for the necessary last minute information that is disseminated to presenters, but also because of the beverages and excellent hors d'oeuvres provided by NTSA at a reception following the meeting on the Exhibit floor.

2.2.12 Presentation Session

Prior to your presentation, meet with your session chair at your room location to ensure that your correct presentation is loaded and everything is working properly. You should use this time to familiarize yourself with the podium set up and equipment in your actual room. If you took advantage of the practice room you will be ahead of the game as they are setup with the same equipment as the Session rooms.

At the beginning of the three paper session, the Session Chair will introduce the session and then the first Author. The first Author will take the stage and deliver their presentation. The Session Chair or Deputy will use cue cards to let the Presenter know when they are at 3 minutes and 1 minute remaining. When time is up, the Session Chair will stand and thank the Presenter and ask the audience if they have any questions. Going over the allotted time is not permitted. Don't be surprised if you are interrupted after exceeding your allotted time slot!! Doing so takes time from other presenters and messes up the schedule. Practice your presentation so that you do not go over the allotted time.

If your paper was nominated for "Best Paper" at the conference, representatives from each of the subcommittees will be present but "invisible" in the session room to watch and grade your presentation. Your paper will have been evaluated against set criteria prior to the conference. Once all of the "Best Paper" nominees have completed their sessions, the results are calculated to determine the winner. All "Best Paper" nominees are recognized at an awards ceremony prior to the Thursday banquet. The winner is announced at the banquet.

2.3 Tutorial Process

This section provides information on the I/ITSEC Tutorial Process from the abstract submission to the tutorial presentation at the I/ITSEC.

2.3.1 Abstract Submission

As a potential tutorial author, you will initially be providing more information than the paper authors. In addition to an abstract, you will provide a topical outline, and set of learning objectives. This additional information is needed since you will be going into much more depth in a tutorial presentation than a paper presentation covers. The Tutorial Board is looking to ensure that those attending your tutorial will gain additional knowledge and skills.

You will submit your Tutorial Abstract and Topical Outline on-line at: http://application.iitsec.org/tutorials/tutorial.cfm. Word count limits for your submission are provided below:

- Tutorial Title: 10 words or less
- Abstract: 200 words or less
- Topical Outline: 300 words or less

- Learning Objectives: At least 2 learning objectives required, may identify up to 5 learning objectives
- Primary and Secondary Author Biographies: 200 words or less

The following sub-sections provide more details to assist in the preparation of your Tutorial Abstract submission.

2.3.1.1 Writing a Good Abstract

The abstract is the first item the Tutorial Board will read, so make sure you craft a clear and concise abstract that will give the Board a good feel for what someone attending your tutorial will gain. This abstract will also be the basis for the I/ITSEC program entry, which is your enticement for people to attend your tutorial. A good tutorial abstract includes each of the following:

1) Motivate your reader as to why your tutorial topic is important.
2) Provide details on what the tutorial will discuss.
3) Through your description, make it clear if this is introductory material, or if it is more advanced material requiring the potential tutorial attendee to have a basic understanding of some topic area.

> Understanding the application of the U.S. export laws is critical to successful participation in today's global market for simulation products and services. Foreign customers, partners and prime contractors as well as interoperability and coalition requirements create an environment where export requirements can delay or preclude programs if appropriate authorizations are not identified and obtained. U.S. and foreign participants must understand the applicable requirements so that they can create and maintain realistic schedules and business plans.

Provides motivation

> This tutorial provides an overview of the primary U.S. export laws and regulations and addresses their unique application to the simulation industry. The presentation will review the scope of these regulations, address the processes for understanding and successfully obtaining appropriate export authorizations, and discuss the risks of non-compliance in light of intensifying attention and enforcement by various agencies of the U.S. Government.

Describes content

> This tutorial is for those interested in gaining a better understanding of the U.S. export laws and beginning to determine how to strategically navigate these requirements. Project managers, policy and decision makers, engineers, and technology managers, business development personnel, foreign government and commercial customers involved in international programs should attend. No background in export requirements is required.

Identifies potential audience

Figure 2 - Sample Tutorial Abstract

2.3.1.2 Topical Outline

Where the abstract sets the table for the Tutorial Board's expectations, your topical outline identifies the full breadth and depth of how you propose to cover your topic. An outline should be no more than three levels deep. Keep each item in the outline a short as possible while concisely relaying what will be covered. Here is a good example of a topic outline:

1. Simulation Scenario Development
   1.1. Elements of a scenario
   1.2. How to develop scenarios
2. Environmental Modeling
   2.1. Conceptual Reference Model
   2.2. Data Collection
   2.3. Data Processing
   2.4. Static Environment
   2.5. Dynamic Environment
   2.6. Standardization
3. Communications Modeling
   3.1. Comms Model Effects
   3.2. Perfect Communications
   3.3. Direct Message Passing
   3.4. Broadcast Messages
   3.5. Physics Modeling
4. Engagement Modeling - Entity Level
   4.1. Point System
   4.2. Markov Pk Tables
   4.3. Random Numbers
   4.4. Pk's and Random Numbers
   4.5. Precision Engagements

2.3.1.3 Learning Objectives

Another key item that the Tutorial Board will use to evaluate your proposal is a statement of learning objectives. The tutorial learning objectives are a list of the key knowledge and skills that a person attending the prospective tutorial would gain. Here are some guidelines for writing good learning objectives:

- The appropriate number of learning objectives developed will depend on the number of topics you have introduced during your instructional/training session. Think with the end in mind – Identify first what you want the learner to know or be able to do as a result of having had the instruction/training. Looking at the end results will guide you in identifying the right number and the most appropriately aligned learning objectives.
- State each learning objective using a single measurable and/or observable verb (e.g., name, list, describe, project, or calculate).
- If a condition is required, state it at the beginning of the learning objective statement (e.g., Given a list of figures, Given a regional map, or Given a scenario…). (Note: Condition defined as what the learner needs to have to meet the objective.)
- Provide the criteria by which the objective will be measured/assessed at the end of the learning objective statement (e.g., 100% accuracy, 3 out of 4 times, in accordance with [IAW] a performance checklist).
- Avoid using the verbs “understand” or “learn” as such verbs are not measurable meaning you cannot properly measure their achievement/accomplishment. Go

back to what you want the learner to know or be able to do as a result of the instruction/training – be specific.

- Align each learning objective with at least one corresponding assessment item.

Here are examples of well-stated learning objectives:

- Given a list of figures [the condition], the learner will be able to calculate [single measurable verb] the mode, median, and average with 90% accuracy [criteria for measuring accuracy].
- Given a scenario, the leaner will be able to identify the procedures for processing a customer service request IAW a performance checklist.
- The learner will be able to define the terms Modeling & Simulation IAW industry standards.

2.3.1.4 Author Information

The final element of your tutorial proposal will be the author information. Avoid the temptation to use a "generic" description of each author. Rather, tailor the description so that it clearly identifies why the author is qualified to provide a tutorial on this topic. Work experience and education are key factors that the Tutorial Board will examine when determining a prospective tutorial presenter's qualifications.

2.3.2 The Tutorial Proposal Review Process

Once all the tutorial proposals have been posted to the website and proposal submission is closed, the Tutorial Board chair reviews each of the submissions to determine if they appear to be of an appropriate scope for a tutorial or would potentially be more appropriate as a paper. If the Tutorial Board Chair's recommendation is a shift from tutorial to a paper, the lead author will be contacted to determine if they concur with such a shift.

Next, the Tutorial Board members will download them for review and critique. Each Tutorial Board member completes a review form for each tutorial proposal and makes a recommendation to accept, reject, or further discuss each abstract. They bring these forms and recommendations to the abstract review meeting where the Tutorial Board meets and discusses all proposals to determine which should proceed to draft tutorial preparation. This consensus process provides each Tutorial Board member a chance to voice their opinions about the submitted tutorial proposal and the perceived strengths and weaknesses. Every year, many proposals are submitted and the Tutorial Board takes great care to ensure that a proposal selected for development into a tutorial has a fair shot at being selected for presentation. Therefore, great care is taken to only select proposals that convey the potential to make interesting tutorials that will further the state of the art or understanding of the I/ITSEC audience.

Each tutorial selected to continue is assigned a subcommittee *Birddog.* The role of the Birddog is to correspond with the authors, offering them guidance as they navigate their tutorial presentation process.

Following the abstract review meeting, the Tutorial Board enters “accept” or “reject” for each of their assigned abstracts into the tutorial proposal database. When these actions are completed, a form letter is generated notifying authors of the status of their tutorials. If accepted, you will also hear from your Birddog. If rejected, you may receive feedback from the Tutorial Board Chair as to why your abstract was not accepted. If you do not receive feedback, you can contact Tutorial Board Chair for information.

2.3.3 Draft Presentation Submission

As soon as you receive notification that your tutorial has been accepted, you should commence the preparation of your tutorial slides, and any associated multimedia files. The due date for your presentation is usually late June. If the agency or program that your presentation represents requires an internal review to clear the presentation, please allow sufficient time to obtain all necessary internal approvals before submitting the presentation to the I/ITSEC.

2.3.3.1 Working with Your Birddog

The Birddog is your advocate at the next review meeting, the Paper Review, where final selection of tutorials is made. It is in your best interest to communicate with your Birddog and to listen to their advice. If you are not contacted by your Birddog within a week of acceptance of your tutorial proposal, you should contact the Tutorial Board Chair to find out who your Birddog is and if there is a reason you have not heard from him/her. The Birddog will have the comments from the abstract review and should pass those to you to help you address possible concerns from the Tutorial Board members. The intent of any Birddog is to help you prepare a tutorial that is the best it can be. Draft versions of your tutorial presentation should be sent to your Birddog so that he/she can provide you with constructive feedback. Keep in mind that at the paper review, your Birddog will be the one to advocate acceptance…he/she is your best ally at this point.

2.3.3.2 Preparing Your Draft Presentation

The I/ITSEC tutorial presentation format is a brief introduction, followed by up to 80 minutes of presentation, followed by 10 minutes of questions and answers. If you were granted a double presentation block, you will have two such blocks with at least a 30 minute break. This schedule is strictly enforced and your Session Chair will interrupt and terminate your presentation at the end of its allotted time (if necessary). Please ensure that you can complete your presentation at a comfortable, measured pace.

Now that you are ready to start preparing your PowerPoint presentation, begin by downloading and reviewing the Presentation Template included in the “Full Tutorial Presenter’s” Toolkit, which will be available on the Tutorial Completion Process web-page under the heading, “Stage 2: The Draft Tutorial Presentation”. Your notification from the Tutorial Board Chair will provide instructions on how to download this toolkit from the I/ITSEC web site. This template addresses the following:

- most of the problems that a presenter may encounter
- choice of font
- choice of colors and backgrounds
- use of logos
- transition devices
- incorporation of graphics and video

- proper use of acronyms
- efficient use of your allocated time

Annex C contains additional information about preparing your tutorial presentation.

2.3.3.3 Obtaining Clearance for Your Tutorial

Proper clearance is a mandatory step to publish and present your tutorial at I/ITSEC. This clearance process is detailed in Annex A.

CAVEAT: This guidance was developed to aid you in navigating the clearance release processes of your organizations and/or sponsors. It provides some (hopefully helpful) tips, points of contact and a guideline for the time table you should expect. Nothing in this guide is binding and in no way replaces or alters the clearance release processes required by your Agency/Organization/Company.

2.3.3.4 Continuing Education Units (CEUs)

All I/ITSEC tutorials qualify for CEU credit. A CEU Question Entry Form spreadsheet will be one of the items in the “Full Tutorial Presenter’s” Toolkit that you will download from the Tutorial Completion Process section of the I/ITSEC web site. The CEU questions will be uploaded along with your presentation. Tutorial authors are required to provide ten CEU questions.

Annex B provides guidance for preparing CEU questions.

2.3.3.5 Uploading Your Presentation

Have your Birddog review your presentation material and CEU questions prior to upload. That way, if there are any errors, they can be fixed before the upload process begins.

After review, upload your presentation materials to the I/ITSEC web site per the instructions provided in the “Full Tutorial Presenter’s” Toolkit.

Please provide your tutorial reference number when uploading your file. If your presentation has separate linked multimedia files, create a zip file containing your presentation along with those files. For video files, the use of .wmv format has proven to avoid many commonly encountered compatibility problems with the I/ITSEC presentation systems. That zip file will also contain your CEU questions.

If for some reason you are not able to submit your presentation materials via the web, send a zip disk or CD to:

> **Barbara McDaniel, NTSA-I/ITSEC, Suite 400, 2111 Wilson Boulevard, Arlington, VA 22201. Phone (703) 247-2569.**

Remember to include your REF ID# in the file titles so that the file is loaded into the correct folder.

Note that the presentation server will only accept the following file formats based on extensions:

- PowerPoint files with the extension: ppt / pptx
- PDF files with the extension: pdf
- Word files with the extension: doc / docx
- Zip files with the extension: zip

2.3.4 Final Selection of Tutorials and Updates

In July, the Tutorial Board will meet to review all of the submitted tutorials presentations. They will also review the CEU questions. Your Birddog will be your advocate at that review, so it is critical that you worked closely with him/her to provide the best tutorial package possible. Your track record in working with the Birddog will be one factor considered in the final selection of tutorials. The Tutorial Board may decide that your tutorial is acceptable only if some changes are made. The Birddog's experience working with you is the Tutorial Board's only indication of whether we can expect those changes to be made. Based on the feedback from your Birddog, you will likely make additional updates to your tutorial presentation, and possibly your CEU questions. The upload process will be the same as you used for your draft presentation. Your Birddog will continue to help you through the process by giving you feedback on your presentation from the review meeting.

At the conclusion of this review meeting, tutorials are grouped into tracks with three tutorial presentations. Each track is assigned a Track Chair. In a few instances, your Birddog and your Track Chair may be the same person, but their roles are completely different. The Track Chair will introduce you at I/ITSEC and run the tutorial session. To avoid unnecessary difficulties, it is imperative that you coordinate and work closely with your Birddog and/or Track Chair up to and through the date of your presentation to I/ITSEC.

2.3.5 Final Review and Updates

Certainly, you must be done with revisions to your presentation at this point—well, not necessarily. One final review of your presentation occurs, using an I/ITSEC presentation room in Orlando on the same projection equipment that will be used at the conference. This presentation review, which occurs in mid-October, ensures legibility of every slide in the convention environment and ensures that no presentation requirements are violated. Often this review results in additional comments on your presentation. If required, you will be contacted with requirements and/or suggestions for changes. The upload process for any changes to your slides will be the same as used for your original submission.

During the weeks leading up to I/ITSEC, the Tutorial Board chair will provide you with a copy of the abstract and author information that will be published in the I/ITSEC Program and posted on the I/ITSEC web site. This information will be based on your original tutorial proposal, but will likely be edited to fit the space available in the program. It is critical that you review this package, updating it as necessary, and provide it back to the Tutorial Board Chair by the date requested. This information is all that your potential audience has to determine if they want to attend your tutorial.

2.3.6 Contact Information

During the last couple of weeks prior to I/ITSEC, please ensure that your Track Chair knows how to contact you in case of last minute changes. Your Track Chair will need to get information from you/your supplied bio so that they can give the audience a 30-second introduction to be used when you are called forward for your presentation. You should also provide your Track Chair with a telephone number or other means of contacting you while you are at the I/ITSEC in case of any truly last minute changes or technical difficulties with your presentation. You should have a means of contacting your Track Chair in the event you have an emergency during the conference. Even though your presentation has already been loaded on the I/ITSEC server, please bring an electronic copy on a memory stick or CD with you to the conference.

2.3.7 Presentation Session

Prior to your presentation, meet with your Track Chair at your room location to ensure that your correct presentation is loaded and everything is working properly. You should use this time to familiarize yourself with the podium set up and equipment in your actual room.

At the beginning of your tutorial session, the Track Chair will introduce the session and the author(s). The author will take the stage and deliver their presentation. The Track Chair or Deputy will use cue cards to let the presenter know when they are at 5 minutes, 3 minutes, and 1 minute remaining. When time is up, the Track Chair will stand and thank the presenter and ask the audience if they have any questions. Going over the allotted time is not permitted. Don’t be surprised if you interrupted after exceeding your allotted time slot. Doing so takes time from other presenters and messes up the schedule. Practice your presentation so that you do not go over the allotted time.

2.3.8 The Speaker’s Reception

Your hard work is done. Now it is time for a little relaxation and refreshment. On the evening of the tutorial presentations, you are invited to attend a Speaker’s Reception of all paper and tutorial presenters, with the Paper Session Chairs, and Tutorial Track chairs. The exact time and location of the Speaker’s Reception will be given to you by your Track Chair and/or Birddog. This reception comes highly recommended because of the beverages and excellent hors d’oeuvres provided by NTSA at a reception following the meeting on the Exhibit floor.

During the Speaker’s Reception, the nominees and winner of the Best Tutorial award will be recognized. If you are a nominee, you will have been previously notified and in that circumstance your attendance at the Speaker’s Reception is expected.

3.0 Summary

We have now come full circle through the I/ITSEC process. The I/ITSEC is one of the best conferences and tradeshows in the industry. The conference portion is important if our industry is to learn and move forward in academia, technology, policy and standards…and this requires quality papers to be published and presented at the conference. We look forward to your participation in the conference!

Annex A – The I/ITSEC Clearance Process

The I/ITSEC Clearance Release Form specifically addresses the clearance release of your paper or tutorial. While the form does not require you to document permission to submit/release your abstract or actual presentation (should your paper be selected for presentation), your Agency/Organization/Company may require you to obtain internal approvals to submit any products (abstract/paper/tutorial/presentation) at the I/ITSEC.

Obtaining a release for your abstract, paper, tutorial, or presentation can be a time-consuming endeavor. You may be required to contact multiple people in order to satisfy all your agency/organization/company requirements. You also may be required to coordinate not only the internal process of your employer, but you may need to follow the process of your sponsor, whether or not they are paying for your participation at the I/ITSEC. All in all, the process can appear overwhelming to start. But it really isn't that bad!!

Let's start with the good news. According to a survey of I/ITSEC authors, over 88% of authors found the clearance release process either easier or in line with their expectations. And almost 60% indicated that their company/agency had a well documented process in place to cover the "how to" of clearance releases. The not-so-good news is that in over 35% of cases the release process took more than 3 days and often (almost 40%) involved more than 1 approval.
So let's get you started. To guide you through the release process, we've constructed the I/ITSEC Clearance Release Flowcharts.

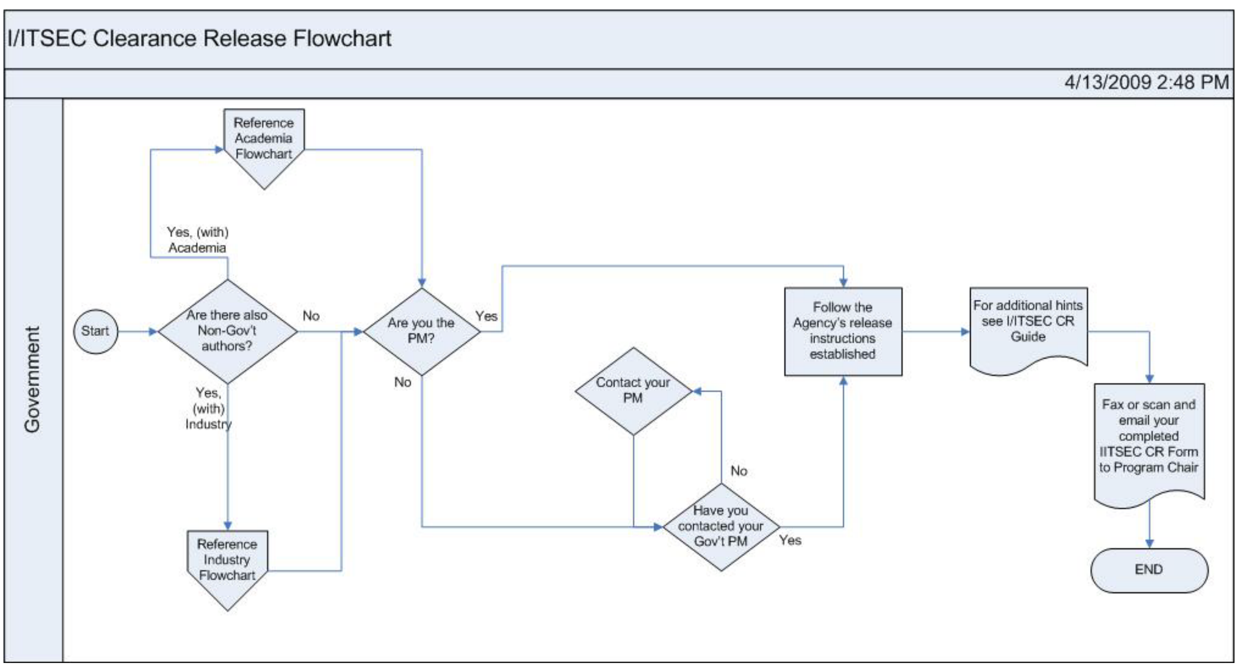

Figure 3 - Government CR Flowchart

DoD Sponsored Products

If you are a Government employee, your agency most likely has a well-defined public release policy. It is almost guaranteed that your organization requires all information that will be released to the public to be vetted by the Public Affairs organization. Additionally, your program manager may have additional technical and/or legal reviews that need to be completed before the product (abstract/paper/tutorial/presentation) may be released to the public. You should expect to carve out anywhere from 3 days (typical for abstract and straight-forward papers/presentations/tutorials) to 45 days when your product requires coordination among multiple Government agencies. It is unlikely that your pleas for expedience will find a receptive audience, but there is probably no harm in trying to find a sympathetic ear.

Almost 60% of DoD-sponsored authors completed the necessary releases in less than 3 days. That does mean for over 40% of cases it takes more than 3 days and for almost 20% it took between 1 and 3 weeks. There are (rare) occasions where the release approval took more than 3 weeks (think Major Acquisition Program). Finally, about 15 % of authors found the process harder than they expected. Several authors required more than 3 people to get their product approved, but the norm was 1 or 2 (almost 90% of cases).

<u>DoD bottom line</u>: Plan on 1-3 weeks to get your releases. It is likely no more difficult than following the established procedures and you probably need to contact no more than 2 people to obtain your DoD release. Finally, a word of caution if you write about a major acquisition program for the DoD. In addition to your own organization's requirements, the Program Office for the acquisition program is very likely to have a detailed and extensive public release process in place. This process will normally take more time to complete than your run-of-the-mill release…..please plan accordingly!

<u>Non DoD Sponsored Products</u>

It is likely that your timeline for obtaining the necessary releases is a lot shorter if you are just working with industry or academia. If you are a non-DoD author and your submission does not use or describe DoD program work or data, you are probably not required to coordinate with a Government Program Manager. However, you will still be required to coordinate the release through your program manager and follow any and all internal release procedures for your organization. Large US companies appear to be tightening the reigns a bit and there is a lot of concern regarding the International Traffic in Arms Regulation compliance and other compliance-related issues. So it behooves you to ensure you check with your program manager before you decide to submit a product to I/ITSEC to ensure you keep yourself out of trouble. Over 70% of industry/academia authors reported less than 3 days to complete their organization's release paperwork, but if they worked with a DoD author/sponsor, almost 70% reported that it took more than 3 days. Those working with DoD usually (70% of the time) required only the DoD release. For Authors that did not require DoD release approval, less than 30% required more than 1 release, in which case 50% took more than 3 days to get their release approved and 25% took more than a week. So be forewarned – it can take some time even if you are *not* working with DoD to get your product cleared for release.

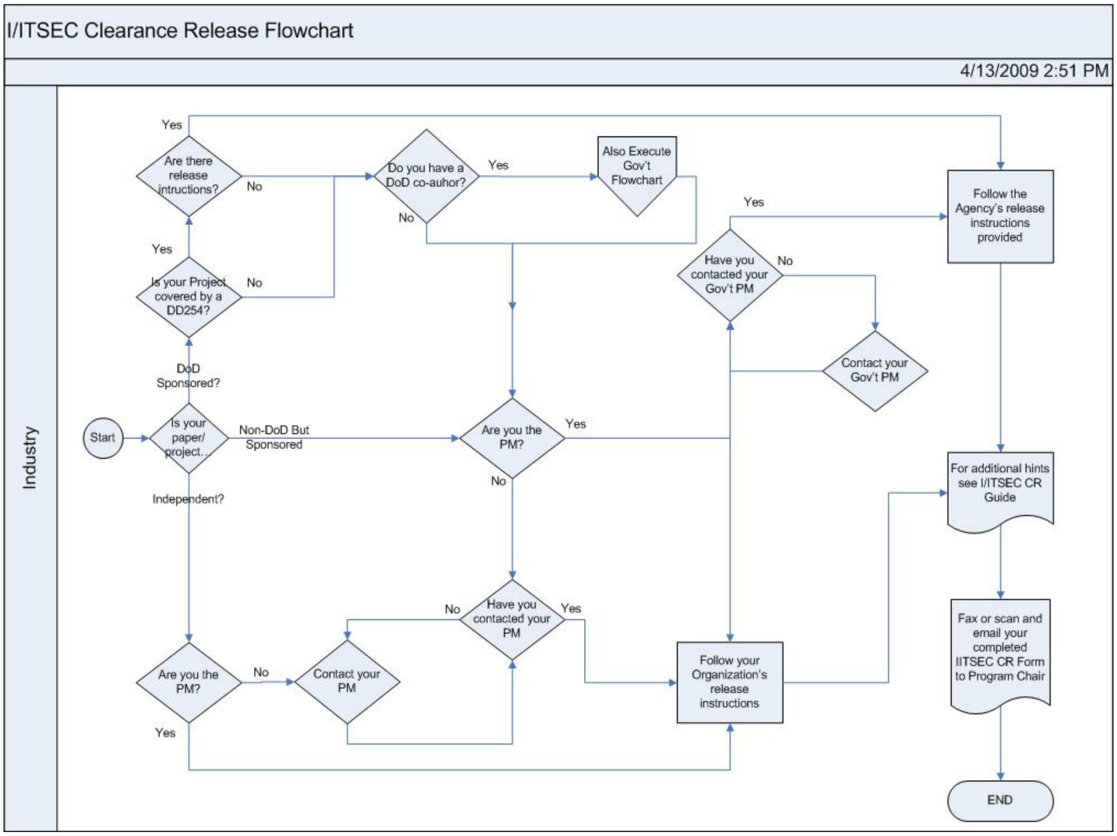

Figure 4 - Industry CR Flowchart

Industry bottom line: If you work for a large company, you probably need your public affairs and legal department to review your paper/presentation/tutorial to obtain clearance. Plan on about 3 days to a week get it done. If you are working for a smaller company, you can probably get your release approved in less than 3 days.

Academia bottom line: Your institution rarely requires more than a day to get your release completed and it would be the exception if more than 1 person would need to approve the release.

Non-DoD Government bottom line: You will likely need at least 2 people to approve your release and it will likely take less than 1 week to obtain the necessary signatures.

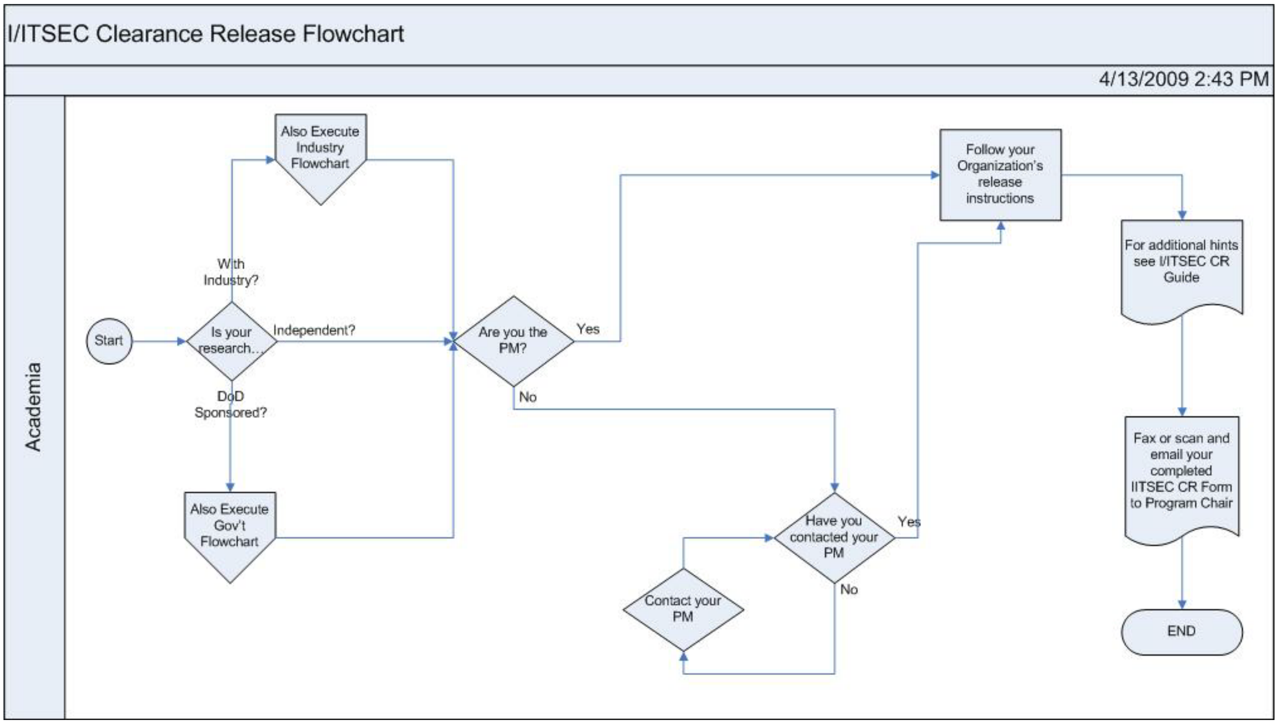

Figure 5 - Academia CR Flowchart

Annex B – Preparing CEU Questions

The I/ITSEC conference committee has prepared guidelines for how to best write "test questions" for your presentation. These guidelines are not intended to make the test items you write more difficult, but best suited for your audience/learners. As you may remember from your school days, a poorly written, confusing test item can be frustrating and seem unfair. For I/ITSEC, multiple choice questions are the format of choice and the suggestions presented here will give you a better chance of developing items that fairly test the knowledge of the test taker and avoid confusion and misinterpretation.

Whenever possible, ask yourself what you want people to take away from your paper/presentation or tutorial. You must align your test items with your learning objectives. Tutorials will have more learning objectives (and therefore more test items) than a regular paper presentation, as more time is allotted and more material is covered during the tutorial. Avoid "trick" questions, and overly picky questions. The major point of questions is to assist the CEU participants attending the session to determine whether or not they have grasped the major points of your presentation and/or tutorial.

Figure 6 shows the spreadsheet you will use for providing CEU questions. For papers, three questions will be provided. For tutorials, you will provide ten questions.

Tutorial / Paper Number-Title	Test Question	Possible Answer (CORRECT)	Possible Answer (Incorrect)	Possible Answer (Incorrect)	Possible Answer (Incorrect)

Figure 6 - CEU Question Spreadsheet

<u>A Bit of Theory about Test Questions</u>

All questions and answers are composed of a couple of common items. These items are referred to as Common Item Writing Terms and are identified as follows:

Test Item Term	Example
Item Stem: The part of the item that states the question.	What is the definition of an automobile?
Alternatives: Possible answers to the question (a, b, and c).	a. A self-propelled passenger vehicle that usually has four wheels and an internal-combustion engine, used for land transport. b. A self-propelled passenger vehicle that usually has four wheels and an internal-combustion engine, used for air transport. c. A self-propelled passenger vehicle that usually has four wheels and an internal-combustion engine, used for underwater transport.
Distracters: Incorrect alternatives (b and c)	b. A self-propelled passenger vehicle that usually has four wheels and an internal-combustion engine, used for *air transport*. c. A self-propelled passenger vehicle that usually has four wheels and an internal-combustion engine, used for *underwater transport*.

State your concept in your Item Stem

You need to have a clear concept for your item – based on your (stated) learning objectives. Each item should give the test taker a clear idea about the intended answer. As a rule of thumb, you should be able to cover up the various alternatives and answer the question. Include as much of the intended question in the item stem as possible. The idea is to avoid giving the test taker a series of unrelated true/false items.

For instance (a bad example):

Rex Harrison was:

A. The actor who played Han Solo in Star Wars.
B. The actor who starred in Breakfast at Tiffany's.
C. The actor who played Jim Stark in Rebel without a Cause.
D. The actor who won a Best Actor Oscar for My Fair Lady

Better stated as:

Who won the Best Actor Oscar for his role in My Fair Lady?

A. Harrison Ford
B. George Peppard
C. James Dean
D. Rex Harrison

Avoid direct and indirect clues for the test taker.

In a direct clue error, you give away the answer to the question by repeating words from the stem in the correct alternative.

Example of a bad item

The United States of America is on the continent of:

A. North America.
B. Europe.
C. Asia.
D. Africa.

Don't give away the answer to a question in subsequent items. This is known as an indirect clue error.

Example

Item 1: Who was the author of Moby Dick?

A. Ernest Hemingway
B. Herman Melville
C. Charles Dickens
D. Mark Twain

Item 2: With the well-known line "Call me Ishmael" Melville introduces the novel's:

A. Captain.
B. Whale.
C. Narrator.
D. Servant.

Ensure the Item Stem and the Alternatives (i.e., the question and answers) match in punctuation, grammar, and capitalization.

All alternatives should complete the item stem in a way that makes sense and is grammatically correct. A common problem is having singular verbs in the stem and one or more alternatives requiring plurals.

Example:

The inventor of the telephone is:

A. Thomas Edison.
B. Lewis and Clark.
C. Alexander Graham Bell.
D. Thomas Jefferson.

When reading this item, we are able to throw out "Lewis and Clark" as an alternative because it does not agree with the singular verb "is" and the singular word "inventor". Use "s" or "is/are" to avoid this problem. End each alternative with a period if the alternative completes the sentence. Basically, the cardinal rule is that the stem and each alternative should read in a way that makes sense and is grammatically correct.

Avoid negative (NOT) items.

Technically, "NOT" items should be avoided because they may be confusing. As previously stated, a multiple choice item should not be a series of true/false statements and should be understandable without looking at the alternatives. Items in this format should be used sparingly.

Example:

Which of the following is not an automobile brand?

A. Ford
B. Lincoln
C. Saturn
D. Harley Davidson

If you decide to write NOT items (I'm sure you will, because they are among the easiest to write!), make sure that you emphasize that it is a NOT item by using capital letters, underlines, bold type, or colors:

Better example:

Which of the following is NOT an automobile brand?

A. Ford
B. Lincoln
C. Saturn
D. Harley Davidson

General guidelines

- Keep item stems as short as possible by including only information that is absolutely necessary to answer the question.
- Use 3 distracters and one correct alternative (Alternatives A-D).
- While True-False items are permissible, it is better to stay away from them in a short test. They are too vulnerable to guessing and can lead to too many arguments and differing interpretations.
- Avoid “All of the Above” as an alternative. Likewise, avoid the “some of the above” as an alternative. Each item should have one correct alternative.
- In general, it's less confusing to end an item stem with a blank than start the item with a blank.
- Write items that fairly sample the content of your presentation; avoid “gotchas.”

Annex C – Tutorial and Presentation Process

The following are specific directions that, when used in conjunction with the Presentation Template, should help you prepare an outstanding presentation and submit it with no difficulties:

1. I/ITSEC presentations must be submitted by the posted due date. ***Prior to formally submitting your presentation, you must provide a draft to your Birddog and/or session chair for review.***

2. The file submitted should be named with only the ID# of your paper (numerals only; i.e. 2685, not ID#2685). The system will read these numerals and 'drop' the file into the correct subcommittee, adding the date and time of submission for reference.

3. An Audio Visual and Computer Support Form (2009AVform.doc) are posted as part of the Paper Presenter's and Full Tutorial Presenter's Toolkit. This form specifies the hardware and software that will be in the presentation room at I/ITSEC, and also provides an opportunity to request additional support for your presentation. A due date for this form will be provided in your Presentation Letter. There are no accommodations for internet access during the presentation—all necessary files must be included in the upload process.

4. Presentations will be preloaded onto the computer support equipment in use by the conference and must be submitted as defined below. ***There is no loading of presentation materials at the conference, and presenters are not allowed to bring computers into the presentation rooms.***

5. Logos and organizational designations (both industry and government) may appear on **only** the first slide of a presentation. Do **not** place these items in your slide master or on any slide other than the first.

6. Copyrighted or trademarked material may not be used in a paper presentation. The use of these items in an I/ITSEC paper presentation is not permitted under any circumstances. Copyrighted material may be used (and should be identified) in a tutorial presentation, and the tutorial author retains the copyright to tutorial content.

7. Color contrast of the projection equipment in use at the conference is not as good as viewed on your PC monitor. Poor color contrast between text and background will make your presentation illegible, so avoid pale contrast between text, graphics and background.

8. Choose your font sizes with care. Small fonts may not be legible when viewed by conference attendees not seated near the front of the presentation room. Presentation rooms are approximately 60 feet by 60 feet.

9. Overly complex graphics may not be legible when viewed on the conference projection equipment.

10. Avoid excessive use of PowerPoint transitions. Transitions can often add to your presentation; however, too often they are over-used and abused, distract from the presentation material, and introduce unnecessary delays. Please use good judgment.

11. Some agencies require a separate Clearance Release to be obtained for your presentation. You should contact the authority who cleared your paper and, if required, obtain a separate clearance for release of your presentation.