I/ITSEC Tutorial Presenter's Guide and Presentation Upload Instructions

Congratulations on the acceptance of your tutorial for consideration at I/ITSEC. You have successfully completed the first step—the selection of tutorial proposals to continue on to draft tutorial presentations for I/ITSEC. This guide explains the process for preparing and uploading your draft presentation and other supporting materials. The same upload instructions apply to additional presentation material updates that you may be asked to make after our final tutorial selections, and the subsequent presentation review.

We recognize that developing a tutorial is a significant commitment of time and effort, but it is also impossible to assess the suitability of a tutorial for the I/ITSEC audience without seeing the complete set of presentation materials. Therefore, the next stage in this process requires the submission of the following:

1. Your tutorial slides in Power Point format. Also, include any multimedia files that are linked to the presentation.
2. Revised tutorial description and author biographies are discussed later.
3. Clearance/release form. At the web site where you downloaded these instructions, you will also find a clearance/release form. This clearance/release form must be completed and submitted no later than July 13. Make sure you allow sufficient time for your organization's clearance process. ***Without a clearance form, we cannot accept a tutorial for presentation at I/ITSEC***
4. Audio/visual requirements form (due 17 September).

You will find helpful guidance on preparing your presentation in the Author's Handbook, which can be obtained from the same page where you found these instructions. That page also contains the forms referenced above.

We strongly encourage authors to use the presentation template. Using that template will solve many of the common problems encountered with projection system compatibility. Even if you don't use the format of the template, download the template and adhere to the guidance provided in the template. 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,
- and efficient use of your allocated time as evident by the number of slides and the amount of content on each.

Role of Your Bird Dog
I/ITSEC is a large conference (approximately 18,000 registrants average over the past several years) run by a very small staff with procedures that have been developed over the years to make handling and dissemination of materials work under those conditions. To help you prepare and present the best possible tutorial and navigate through the various requirements, we have assigned a member of the Tutorial Board to assist you throughout this process. I/ITSEC uses the term "birddog" to refer to this individual. Your birddog was identified in the email in which you were notified of the acceptance of your tutorial proposal. This person will also be your primary advocate in July, when we down-select the tutorials to be presented from those submitted. Please make and maintain contact with your birddog. Provide your birddog early drafts of your presentation, and carefully consider any feedback they give you to improve your tutorial.

Presentation Guidance
As with most instructional material, we ask you include of a list of references at the end of the tutorial. We also encourage you to clearly state the learning objectives for your tutorial near the beginning of your presentation.

Presentations will be preloaded onto the computer support equipment in use by the conference and must be submitted as defined below. ***There will be no loading of presentation materials at the conference, and presenters will not be allowed to use their own computers in the presentation rooms.*** If your presentation will rely on live demonstrations, you must provide your own connectivity

An Audio Visual and Computer Support Form (2021 AV form.doc) is posted where you find these instructions. 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. This form is required to be submitted for all presentations (per instructions on the form) not later than ***17 September***.

I/ITSEC does not provide internet access to our presenters. You are welcome to provide your own connection, e.g., through a cellular broadband service. We insist that you will run through any live demonstrations with your birddog and the track chair before we will approve their use during your tutorial presentation. This is our way of 1) ensuring the quality of the presentation is consistent, and 2) avoiding unexpected marketing pitches.

Tutorial Description and Guidance
When you submitted your tutorial proposal, you provided a short abstract and a topical outline. As you prepare your presentation, we realize that you may decide to update this information. Authors and their contact information sometimes change as well. To support the preparation of the I/ITSEC program, we need you to update and shorten this information as necessary. This material should be print-ready as it will be published "as is" on the I/ITSEC website at the time of registration and in the I/ITSEC program. As a guideline for overall length, you will have a full column on a two-column page for your information. A sample is provided at the end of this instruction. Use this as your guide. Do not decrease font size to make a longer description fit in one column. The tutorial description should include the following:

- A short introduction that sets the tutorial topic in context (three or four sentences) and gives the attendee a reason why (s)he would want to take the tutorial.
- This should be followed with a description of the material to be covered – major topics and subtopics – in paragraph or outline format as you choose.
- The paragraph should end with an indication of the target audience.
- If there is knowledge needed by the attendee (suggested prerequisites), it should also be noted.
- Presenter biography(ies) – Include a very brief biographical note for each of the presenters. When you list the presenter's name, please include the appropriate prefix and/or suffix (LTC John Smith, Ph.D. or Dr. John Smith, CMSP, or Mr. John Smith, CMSP, or Ms. Jane Smith, Esq. or whatever is appropriate for the published format). The biography should focus on those credentials that are most relevant to the tutorial and be limited to three or four lines.

Review and Acceptance Process
The I/ITSEC Tutorial Board (including your birddog) will convene in July and review each tutorial for final acceptance. You will be notified of the results of that review in early August. If your tutorial is accepted, additional minor adjustments may be requested by the Board.

Acceptance of a tutorial on the basis of your initially-submitted proposal is provisional, until the Tutorial Board reviews and assesses the full set of materials at the July meeting and receives the updates in late September. Updates will be submitted using the same process as the as the earlier submissions unless you are advised otherwise.

Presentation Materials Upload Instructions
Upload your presentation materials to the tutorial link at http://www.iitsec.org/get-involved/authors.

You will use the same login and password that you used initially to upload your initial tutorial.

If you have video files that accompany and are linked to your presentation, include those as well. Remember to include your REF ID# in the file titles so that the files are loaded into the correct folder.

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

- PDF files with the extension: pdf
- Word files with the extension: doc
- Excel files with the extension: xls / xlsx
- Zip files with the extension: zip

We prefer that you upload a single zip file that contains:

- Your slides in PPT format
- Any multimedia files; use of .wmv format is highly recommended
- Revised Tutorial Description & author biographies (1 column, MS Word format)

You will sign and submit the clearance form in the submission system. If you cannot sign the clearance form via digital format, please contact Debbie Langelier for assistance at dlangelier@ndia.org.

The AV form is sent directly to the chair of our operations committee as specified on the form.

Contacts
This guide has presented many of the lessons we have learned over many years. If you have any questions, contact your Birddog.

If you have any suggestions for how we can make this Presenter's Toolkit better, please send to:

I/ITSEC Tutorial Board Co-Chair: Mr. David Milewski (Dave.Milewski@ITility.com)
I/ITSEC Tutorial Board Co-Chair: Dr. Lisa Scott Holt (lholt@i-a-i.com)

Summary of Important Dates

Draft Tutorial Package Submission Opens	3 May
All Draft Tutorial Packages Due	30 June
Clearance Forms Due	16 July
Authors Notified of Tutorial Selections	6 August
Revised Tutorial Package Submittal Opens	27 August
Presenter A/V Forms Due	17 September
All Revised Tutorial Packages Due	24 September
Presenters Notified of Presentation Edits	25 October
Final Presentations Due from Presenters	5 November
Tutorial Presentations	29 November

Once again, congratulations on the acceptance of your tutorial proposal. We appreciate you contributing your time and talent to make I/ITSEC a success.