

THE NATIONAL CONFERENCE ON CULTURAL PROPERTY PROTECTION

in



SPEAKER INFORMATION

Thank you for your upcoming participation in the 2009 National Conference on Cultural Property Protection:

As a speaker, you are requested to submit materials that will comprise Conference Web site publicity as well as the Conference Proceedings provided to each attendee. Of course, we'd like to promote your topic as quickly as possible ... so your prompt submission is appreciated. The first deadline for submissions is **October 24**.

Please submit all information via email to marinoa@si.edu. Should you have any questions, please contact the Speaker Liaison, Amy Marino, at (202) 633-5645.

PRESENTATION TIME:

Please plan on 40-45 minutes for your presentation. It is strongly advised that you limit your presentation to 45 minutes to allow sufficient time (10-15 minutes) for questions and discussion. **NOTE:** Past participant surveys indicate the best presentations are those that actively engage and involve the audience throughout the presentation.

In the unlikely event of a problem, the technician will attend to it. The problem will be fixed as quickly as possible; while this is being done you should continue with your presentation.

PRESENTATION FORMAT:

Most speakers prepare a PowerPoint display to accompany their presentation.

- 24-pt. type is suggested for readability.
- Avoid light-colored lettering.
- Ensure high contrast between background and font colors. Avoid detailed pictures, diagrams, or graphs that are difficult to view from afar.

AUDIO VISUAL SPECIFICATIONS

The Conference will provide a lectern and one microphone, a large presentation screen, a projector, and a PC-compatible notebook computer for use during the presentation. Please note: there will not be a computer available for speakers for preparation purposes. There is a brief break, 15 minutes, between presentations. The break provides sufficient time only to switch between speakers and their presentation materials. Should you require additional preparation time, you are advised to bring your own computer. (MAC users, you may wish to bring your own notebook computer or test your presentation on a PC prior to the Conference.)

If you need additional audio visual equipment, including additional microphones or the use of audio, please contact the Speaker Liaison. (Arrangements must be made in advance.)

SESSION TITLE

Short title (maximum 10 words) of the proposed session, panel or workshop.

SESSION SUMMARY

Two or three sentences -- summary or critical points of the presentation or intended learning outcomes of the presentation. **The summary will be posted to the Conference Web site.** PROMPT submissions are encouraged!

ABSTRACT

A short description of the scope and content of the session. Please keep this brief and to the point; abstracts should ideally be a one-page description that summarizes the session to attendees.

The abstract will be printed in Conference materials, so please keep this in mind ... use clear language and ensure details are accurate.

PRESENTATION SLIDES & HANDOUTS

Participants will receive Conference Proceedings and a Conference Resource CD at Registration.

We ask that you share your presentation slides, but additionally, this presents an excellent opportunity to distribute handouts, worksheets or other resource material. The preferred format is Microsoft Office (Word, PowerPoint, etc.) or Adobe Acrobat. If other software packages are used, please coordinate with the Speaker Liaison to ensure compatibility.

Please mark **January 16** on your calendar now as we do not want you to miss this important deadline.

ONE OR MORE PRESENTERS?

Should your presentation include more than one speaker, please submit the following information for each co-presenter. Please identify a Primary Contact. All Conference communication will be through the Primary Contact, who will be responsible for ensuring that all co-presenters are informed of any details.

BIOGRAPHY

(Narrative format) This should be a short biography, roughly 100 to 400 words, that will be used to introduce the speaker to the audience and will be published in the Conference Proceedings. The biography should highlight current activities, relevant former positions, honors, and professional associations or affiliations. The biography should also demonstrate the speaker's expertise and experience with the subject matter of the presentation.

CONTACT INFORMATION

Please include business contact information that you are willing to share with participants, including: title, organization, mailing address, telephone, e-mail and fax.

DIGITAL IMAGE

Please submit a digital portrait image of yourself. This should be a head and shoulders shot, equivalent to an ID photo. Please use high (300 dpi) resolution and JPG, TIF or GIF format. **We cannot accept photos that are embedded in a word processing document or formatted as low-res .bmp photos.**

CONFERENCE WEB SITE

Please visit the Conference Web site, www.natconf.si.edu, for further information on accommodation, venue information and an updated program. This Speaker Information checklist is also available from the "Speakers page" on the Conference site: www.natconf.si.edu/speakers.html. *Note: the URL must be directly typed in to your browser; there is no link from the public/main Conference page.*

IMPORTANT DATES TO REMEMBER:

October 24:	First submission deadline for Conference publicity materials
January 16:	Final day to submit required speaker information, including presentation slides and supplemental info for the Conference CD
March 1:	Conference begins with an evening reception
March 2-4:	Conference – Sessions scheduled from 8am to 4pm each day

SPEAKER LIAISON

For questions or additional information, please contact Amy Marino at (202) 633-5645 or marinoa@si.edu.