Trenchless Technology Center
Louisiana Tech University, Ruston, LA 71270
P. 318-257-4072
ttc@coes.latech.edu

Municipal Users' Forums on Trenchless Technology
Guidelines for Presenting

CONTENTS:

Presentation Selection Process

Who can present at the TTC forums? Professionals who are knowledgeable of trenchless technology and capable of delivering quality educational presentations.

If interested in presenting at any of scheduled municipal forums, potential presenters need to inform the TTC of their interest in presenting by email to jadranka@latech.edu as early as possible. Those interested to present at several forums should include their order of preference for locations if applicable. At this time the potential presenters need to submit the topics of their presentations.

The TTC makes the selection of presentations for each forum based on several parameters. The most important factors are the input from the municipal participants and their preferences for topics. Other important selection parameters are the technical content, the quality, and the degree of product branding in the presentation.

Presenters' To Do Checklist

The guidelines shown below apply to the presenters confirmed by the TTC:

☐ **1. Submit TITLE and ABSTRACT**
DUE: At time of scheduling.
- Titles should be fairly short (no more than 70 characters).
- Abstracts should be 50-150 words long and should clarify what topic and material the presenters will cover.

☐ **2. Presenter's Fee**
DUE: At time of scheduling.
- $500 for 30 min presentations, $750 for 45 min presentations, and $1,000 for 60 min presentations.
- Fee waivers apply to TTC IAB members and supporters, and municipal employees giving presentations.

☐ **3. Submit PowerPoint Presentation**
DUE: By submission deadline.
- PowerPoint presentations must be prepared in accordance with the guidelines provided below.
- PowerPoint submission deadline for all Spring 2015 forums: **Thu, 04/15/2015**

Guidelines for PowerPoint Presentations

1. Contents: The presentations should be educational (explain the methods/techniques) but avoid a sales pitch (do not unduly praise company products or services). Municipal participants like presentations from the *engineer's point of view* and hope to hear about *case studies - design details, specifications, construction challenges, lessons learnt*, *costs,* etc.

2. Presentation template: There is no TTC presentation template to use for preparing presentations.

3. Maximum number of slides in 30-min presentations should be between 30 and 45 slides (i.e., between 1 and 1.5 slide per minute). For longer presentation slots (e.g., 45 min, 60 min), this number is extrapolated accordingly.

4. The first slide should show the title, presenter's name and company, and the forum location and date. The company logo may be included.

5. The last slide may include contact information of the presenter and other contacts and/or web sites indicating where to look for additional information about the presented material. The company logo may be included

6. Other slides in the presentation should not include the company logo. The names of specific branded products may be shown in pictures and, if necessary, in the text but sparsely. Exceptions may apply to some forums where, at the request of the organizing municipality, no product/company names are allowed on any but the first and the last slide – the presenters will be notified about these forums at time of scheduling.

7. Movie clips may be included in the following file formats: WMV (Windows Media Video), or MPEG. When submitting, the presenter should give the numbers of slides with movie clips.

8. Font size: Recommended font size is between 24 and 32. The minimum readable on-screen point size is 20. Having too much text should be avoided because people won't be able to read it easily. **Text should be readable in handouts made with 6 slides per page.**

9. Charts and lines: The bigger text and legends are, the more readable the information presented on charts. Lines should be at least 2.25 points thick. Charts should be readable in handouts made with 6 slides per page.

10. Screening: The TTC will screen the submitted presentations for content, accuracy and objectivity. If believed necessary, the TTC may consult other experts in the industry about particular slides, data, information, or statements in the presentation. The TTC may request changes to some slides. **The TTC is the final adjudicator of acceptability.**

11. Final version: The final version of the presentation that will be used in the forum (all corrections approved) must be received by the TTC three business days before the forum. The TTC may request this deadline a little earlier if there is a holiday or some other special circumstance.

12. **LAST MINUTE CHANGES to presentations are not allowed.** If any last minute changes need to be made to the presentation, the TTC moderator must be notified before the forum and allowed to see and approve the changes.

Guidelines for Presenters: What to Bring to Forums

The TTC prepares handouts of all presentations in the form of booklet (6 slides per page, printed double-sided, B&W, and tape bound). The presenters may bring in addition the following additional handouts to the forum:

- Pages with selected slides printed in color.
- Company/product brochures, product samples, gift bags, etc.

Guidelines for Becoming Sponsor

Instructions for becoming a sponsor:

1. Review Sponsorships Levels and Benefits below and chose the one that works for you.

2. Contact TTC with your interest to become a sponsor and level you chose. Wait for a response from TTC.

3. Upon approval from the TTC, make a payment. Notify the TTC of the payment made.

4. Prepare a company banner (lunch or breakfast sponsors) and bring to the forum.

Payment methods available:

1. Check: Make all checks payable to **Trenchless Technology Center.**
                             In the memo specify the forum location and date.
                             Mail to: TTC, P.O. box 10348, Ruston, LA 71272.

2. Credit Card online: Go to 'Register' link at http://ttc.latech.edu/municipal-forums/index.php

3. Credit Card via phone: Call TTC at (318) 257-4072.

Sponsorships Levels and Benefits:

Gold Sponsor ($1,500; $2,000…)

- Special display prepared by TTC plus all other benefits of Lunch Sponsors

Lunch Sponsor ($1,000)

- Opportunity to Speak at Lunch
- Display of Company Banner (Supplied by Sponsor) at Event
- Acknowledgement in Handouts
- Acknowledgement on Web site

Breakfast Sponsor ($500)

- Display of Company Banner (Supplied by Sponsor) at Event
- Acknowledgement in Handouts
- Acknowledgement on Web site

Cash Donation (any amount under $500)

- Acknowledgement in Handouts