

2010 CNS/ATM Conference Presentation Instructions

(Updated 26 February 2010)

Please use the following guidelines when preparing your presentation:

Formatting:

- Presentations should be created in Microsoft power point 2000 or higher for use on Microsoft windows machines.
- It is recommended that the titles of presentations should be at least 36 pt font and the body of the presentation should be at least 20 pt font for the purpose of readability for the individuals in the back of the room.

Target Audience:

- The presentation should be at a knowledge level appropriate for an individual with some background in CNS/ATM. It may be prudent to present a brief tutorial on the topic if the content is at a higher knowledge level.
- The typical audience consists of program managers, engineers, aircraft operators and policy makers from the US government and military, foreign government and military, industry and the interested public.

Content and Public Release:

- For US Government and Military Presenters: Prior to submission to the conference staff, the presentation should be approved by your respective public affairs office to verify that there is no classified or sensitive information.
- For ALL Presenters: The information in the presentation should be able to be viewed by the general public.
- The title page of the presentation should have a statement at the bottom stating that the presentation has been cleared for public release, including when and by whom it was approved.

Submission: (Abstracts and Draft Due March 29 2010)

- A short (1 paragraph) **abstract** and draft of the speaker's presentation is requested no later than **March 29 2010**.
- The abstract and presentation should be submitted via e-mail or other digital form to **Capt Jill Poepelman** at **Jill.Poepelman@hanscom.af.mil** no later than the due date to allow ample time to verify functionality and content of the presentation. The abstract will be inserted into an agenda pamphlet for conference attendees.
- Large presentations may be converted to "Portable Document Format" (.pdf) to decrease file size for ease of sending via e-mail. However, a Microsoft PowerPoint version of the presentation is required for the Conference. It is preferred that presentations be delivered via CD/DVD-ROM, however we can accommodate a USB Memory Stick, or other USB media storage device upon your arrival at the conference.
- Should you desire to change your presentation after the turn in date, please contact Capt Jill Poepelman via e-mail at **Jill.Poepelman@hanscom.af.mil** to inform her of changes and please provide a new copy of your presentation no later than 5 days prior to the conference. **NOTE:** All

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efforts will be made to incorporate any changes to presentations received in this manner, but please bring an electronic version with you the day of your presentation to ensure the latest version is used.

- If you anticipate that your presentation may require unique audio/visual support, please identify any requirements you have when you submit your presentation to Capt Poepelman.

Conference Registration:

- If you are planning on attending the conference for more than one (1) day, we respectfully request that you register and pay the conference registration fee (www.afceaboston.com). This helps the 853 ELSG and AFCEA cover various costs of putting on a 500-600 person conference.

- If you are planning to be in attendance for the day of presentation only, then you do not need to pay the fee. However, the speaker must complete the “.pdf” registration form that can be found at www.afceaboston.com under the conference information link. In the credit card information block of this registration form, annotate "Conference Speaker attending 1-day only" then fax the form to the phone number or send the form via e-mail to the e-mail address on the bottom of the registration form.

Conference Arrival:

- Upon arrival at the conference and after checking in at your hotel, please proceed to the conference registration desk at the top of the escalator in the hotel lobby on the second floor just outside the Grand Ballroom. Identify yourself as a speaker and provide the registration attendant your local contact information, including hotel, room number, and cell phone number (or hotel phone number if not at the Marriott Rivercenter).

- If you have unique needs or requests for your presentation, such as a DVD Video, please ask the registration attendant to assist you in arranging a time to “dry-run” the presentation to make sure your needs can be met.

Day of Presentation (Main Session Speakers):

- The day of your presentation, either Major Ben Brandt or Capt Jill Poepelman will make arrangements to meet with you ahead of time to go over the day’s agenda and any last minute changes. They will also specify the location to acquire the wireless microphone prior to your presentation and give a quick demonstration of the microphones and other electronic peripherals.

- You should also take this time to make sure your final presentation is on the computer.

- For your reference: All presentations will be made in the Grand Ballroom. During the morning session the entire ballroom will be open (Figure 1) with about 500 seats available. During the afternoon parallel-sessions, the ballroom will be split into separate rooms with retractable walls with about 150 seats in each room.

Day of Presentation (Track Session Speakers):

- The day of your presentation, the room lead will make arrangements to meet with you to go over the day’s agenda and any last minute changes. They will also specify the location to acquire the wireless microphone prior to your presentation and give a quick demonstration of the

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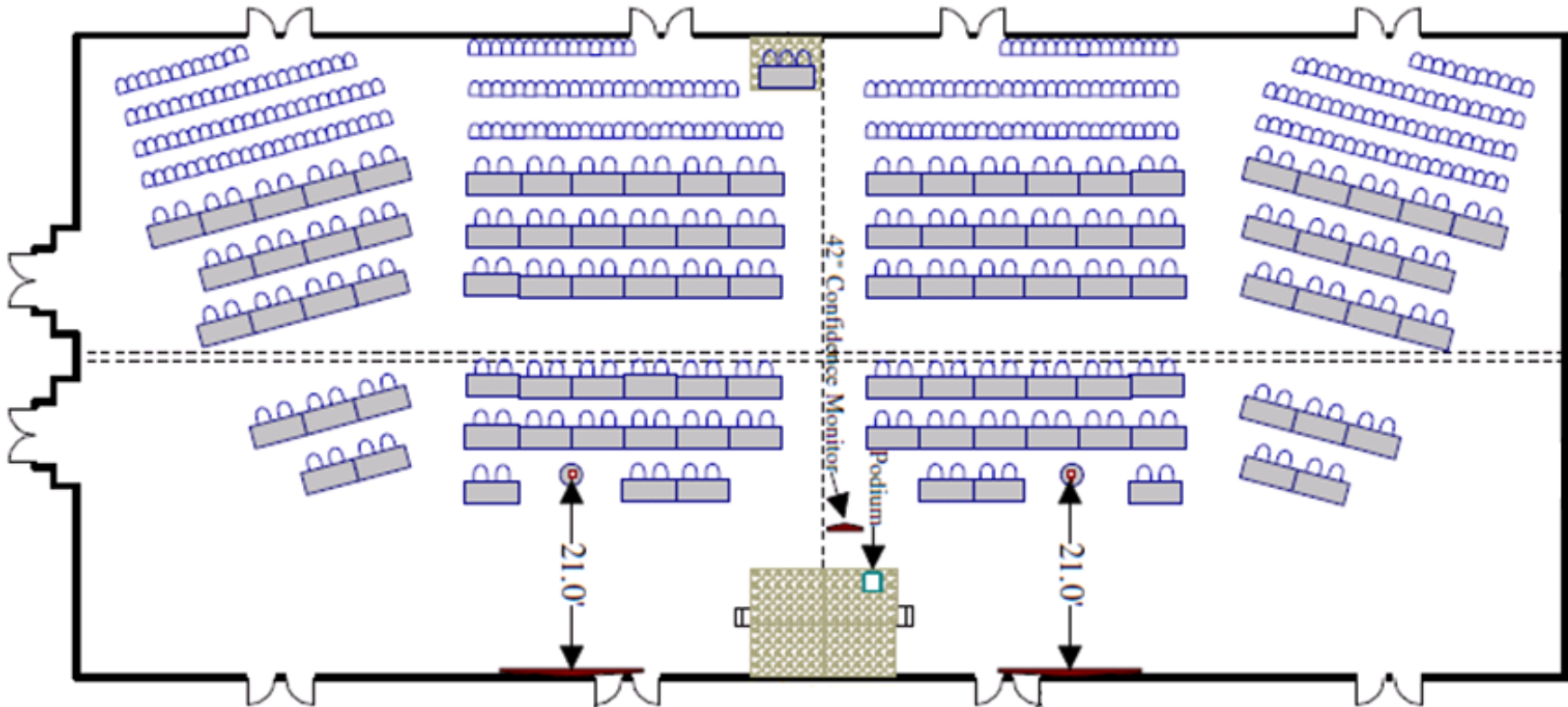
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microphones and other electronic peripherals. You should also take time to make sure your final presentation is on the computer.

- Ten minutes prior to the time for your presentation, you should meet with the day lead at the predetermined location in the room to be equipped with the wireless microphone.
- Additionally, please inform the room lead of how you would like to be introduced (i.e., Dr, Mr., Mrs., Ms., military rank, etc.)
- For your reference: All main session presentations will be made in the Grand Ballroom, while the afternoon track sessions will be conducted in the Grand Ballroom and in Conference Rooms 17/18. Check with the registration desk if you are unsure about which track and room your presentation is scheduled for. During the morning session, the entire ballroom will be open (Figure 1) with about 500 seats available. During the afternoon parallel-sessions, the ballroom will be split into two separate rooms with retractable walls with about 150 seats in each room. Conference Rooms 17/18 (Figure 2) will accommodate the third track session seating around 140 participants.

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Figure 1:



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Figure 2:

