



8th Annual INCOSE Great Lakes Regional Conference

Systems Engineering Across the Lifecycle

Friday – Saturday, October 10th – 11th, 2014 – Schaumburg, Illinois

Conference Presentation Guidelines

This document contains important guidelines for conference presenters at the INCOSE 2014 Great Lakes Regional Conference (GLRC):

We are looking forward to reviewing and approving your presentation. We ask that you adhere to the following guidelines. Please read this document carefully.

First, we want to ensure that all presentations receive proper copyright credit, can be distributed as part of the conference proceedings, conform to INCOSE guidelines, and have a consistent conference packaging. Thus, **we are providing a standard presentation template for the conference.** The template has a title slide (slide 1) template and a content slide (slide 2) template. **We are requiring the use of the title slide for all presentations.** The title slide must contain the minimum elements in the template. You may tailor the title slide by adding an organizational logo, subtitles, or anything else that is appropriate. We are not requiring the use of the content slide template, but it is available for your optional use. The template is available on the 2014 GLRC Site at <http://2014incoseregional.eventbrite.com/>.

Second, and as previously communicated, **all presentations are due by Sunday, September 14th.** Your submission must include your presentation slides, an updated abstract, and an updated professional biography. Please note that it is important that your presentation align with the content you indicated in your abstract. To the extent to which it does not, the GLRC Committee reserves the right to place your acceptance on hold while alignment is executed. Your presentation should communicate your story effectively, reflect a professional appearance, and be of length appropriate to the presentation times listed below. If author rework is required in the judgment of the review committee, we will indicate this promptly, and any rework must be completed by Sunday, September 28th. The version of your presentation in our possession on September 28th, provided it has been approved, is the version that will be distributed in the conference proceedings.

Third, **we request that you again use EasyChair to submit your presentation.** This will automate the process of preparing presentations for the conference. You can attach your presentation in a PPT, PPTX, or PDF format. We recommend PDFs, as they tend to render more robustly across different computers.

Fourth, **at least one presenter per presentation must register for the conference by Sunday, September 14th.** Failure to register by that date will result in forfeiture of your presentation time slot. This is to ensure the planning committee and attendees that we have presentations ready to go in every conference track time slot.

Only one presenter per presentation qualifies for the presenter discount. Please register for the conference by doing the following:

1. Go to the 2014 Great Lakes Regional Conference Website at <http://2014incoseregional.eventbrite.com/>.
2. In the “Ticket Information” area, click on “Enter Promotional Code”.
3. Enter the following promotional code: “PRESENTER”.
4. Click on the “APPLY” button to apply the promotional code.
5. Select a quantity of “1” for the “Registration – Nonmember (Early-bird) (Discounted \$100.00)” ticket type.
6. Click on the “Order Now” button.
7. Verify that the “Order Summary” has the correct information:
 - a. The ticket type will state the following – “Registration – Nonmember (Early-bird) (Discounted \$100 – PRESENTER)”.
 - b. The ticket price will be \$75.
8. Enter the requested information on the order form.
9. Click on “Check out with PayPal” to complete payment.

Fifth, **you must attend the presenter briefing on Friday, October 10th, from 1:00 – 1:30 p.m.** This is to ensure that all presenters are on site and ready, familiar with the conference format, all questions are answered, and all time slots are filled with program material. If you are not at the presenter briefing Friday afternoon or are not present on Saturday morning, your presentation may be replaced.

Sixth, **the presentation length must be as follows.** To be considerate to our audience and all presenters, it is important that all presentations start and end on time. All presentations, except longer workshops, will consist of a 45-minute time slot, broken into:

- 30-minute presentation of slide material. (The number of slides should reflect this limit.)
- 10-minute discussion, for audience Q&A session.
- 5-minute break for attendee movement between tracks. (This is a multi-track program.)

You can contact Paul White, INCOSE 2014 Great Lakes Regional Conference Chair, at paul.white@incose.org with questions.

Once again, thank you for agreeing to present at the GLRC!

Sincerely,

The INCOSE 2014 Great Lakes Regional Conference Committee