



Please Read—Important Presenter Information:

1. Online Session Materials
2. Consent Agreement Form
3. Commercial Policy

1) Session Material Online

Many of you provide excellent support material with your presentation, i.e. “handouts”, and ask us how many copies to bring to Las Vegas. This is always difficult to predict, whether you are a seasoned or first-time presenter. In response to such requests, we are continuing the online posting opportunity for the third year.

Our goal is to post electronic versions of every session's handouts on a website publicized only to conference attendees. Use this process as a supplement to, or a substitute for, paper handouts you provide in Las Vegas. Whichever you choose; **it is important that you submit your presentation material for online posting.**

We'll email the URL to registered attendees prior to the conference, so they can use the information to decide which sessions they'd like to attend, and the URL will be printed in the Conference Program. The site will be available until next year. (Note: Preconference Workshop materials will not be available online.)

Electronic handouts received by September 28 will be posted before the conference. Handouts received after September 28 may not be posted until after the conference, depending on the volume.

Advantages to you and other conference participants include:

- ◆ Broader exposure for your ideas—participants can attend only one of the 25 sessions each hour, but they can check our website before and after the conference and see your material.
- ◆ If you run out of paper handouts, direct attendees to our website instead of collecting business cards from each person and mailing information when you get home.
- ◆ Some presenters have already adopted this strategy: Give out a one-page handout including information necessary to follow the presentation, a list of other URL's you have used with information relevant to the topic, and a reminder to check the Conference Program for the URL where your handouts can be viewed and printed at home.
- ◆ Save time spent passing out several handouts—you'll have more time to spend on the topic.
- ◆ Reduce or eliminate your photocopying cost.
- ◆ Avoid the hassle of bringing all those paper copies when you travel, or the expense of shipping them ahead.
- ◆ You'll never run out of handouts or have too many, no matter how many people attend your session.

How does the program work?

- ◆ Send your material as email attachments to upload@ksu.edu as soon as you have it ready this summer. A single file larger than 3 MB must be put on a CD and mailed to NACADA.
- ◆ Early submissions are appreciated, *preferably by September 28*. We want to have the material available to attendees as soon as possible. All submissions are due October 15, 2005—one week after the conference.
- ◆ If you are the lead presenter for your session, please coordinate the submission of all material from either you or your co-presenters.
- ◆ In the email subject line, include the code number listed at the bottom of the enclosed letter where it says “Format/Code #”.
- ◆ In the email body, include your full name, institution, your presentation's title, and repeat the code number.
- ◆ It's imperative to include all of this information so we can link your material to the correct title online.



What must I include in each file that I attach?

To facilitate our linking of each file to the correct session, please include inside each file you attach:

- ◆ Names and institutions for each presenter
- ◆ Title of presentation
- ◆ Code number (listed at the bottom of the enclosed letter where it says “Format/Code #”.)
- ◆ 2005 NACADA National Conference
- ◆ Optional: If you are willing to discuss your material further, include some contact information such as email or mailing address.

What kind of material may I include?

- ◆ Power Point slides
- ◆ supporting charts
- ◆ graphs and illustrative material
- ◆ a detailed outline of the presentation
- ◆ summary of topics to be discussed during the presentation
- ◆ presenters’ biographical data
- ◆ bibliographic sources for further reading
- ◆ a list of URL’s relevant to your presentation

Include one, two or all of the above items. Your choice!

What file formats can I use to submit handouts?

- ◆ PowerPoint (.ppt)
- ◆ Word (.doc)
- ◆ Excel (.xls)
- ◆ Portable document format (.pdf)
- ◆ Image files (various types)
- ◆ Rich Text (.rtf)

2) Presenter’s Consent Agreement Form

By submitting my materials electronically, I agree to the following:

- ◆ I guarantee that my work is original and does not infringe on any copyright or intellectual property rights of others, contains no libelous or other unlawful matter, and makes no improper invasion of the privacy of any other person. I understand that I will retain intellectual property rights to this work and will include a statement to that effect (sample language: © *year by author*) at the bottom of the first page of any copyrighted materials submitted.
- ◆ I authorize NACADA to post the submitted material to its website.

3) Commercial Policy for Presenters

By accepting NACADA’s offer to present at the 2005 National Conference, all presenters agree to abide by the NACADA COMMERCIAL POLICY: ***Sessions are not to be used by individuals marketing or selling products or consulting or other services. No materials or slides should carry a company name or logo.***

This policy does not prevent product users from referring to specific commercial products nor does it prevent user roundtable discussions regarding specific products.