

SYMPOSIUM PRESENTATION GUIDELINES

General Information

THE COPY OF THE POWERPOINT PRESENTATION THAT YOU SEND TO SAE WILL BE PRODUCED IN BLACK AND WHITE. Before submitting your presentation, please be sure to print out a black and white version to ensure that all graphs, tables, pictures, and/or graphics are readable. In addition to the black and white hardcopy handout, we will provide attendees with a CD (color version) of all presentations. Your PowerPoint presentation will be converted to a .PPS file (read only PowerPoint) and burned on to the CD.

Company logos or trade names should be avoided on any audio-visual aids used in conjunction with your symposium presentation. **SAE POLICY PERMITS COMPANY LOGOS TO APPEAR ONLY ON THE INTRODUCTORY SLIDE OF YOUR PRESENTATION.**

We prefer to receive your presentation electronically. If you are unable to provide an electronic version, please mail a hard (paper) copy of your presentation (single-sided, two slides per page).

The presentation will be distributed to the participants in a bound handout, along with your abstract and biography.

Revisions

If you make significant revisions to your presentation once you have submitted it to SAE, you are requested to bring copies of the changes with you to the Symposium so that they may be distributed to the attendees. Contact SAE to confirm the exact number of copies you will need to bring. Due to the excessive fees charged by hotels and printing services, SAE will not make copies on-site.

Security Settings (Password Protection):

- Do not use any form of security settings on your electronic files, as these files may require minor modification to meet SAE format standards.

Fonts

Use only the ARIAL font in 24 pt. type or larger to aid in readability.

Tables

Create tables using the "Insert Table" or "Create Table" command from the menu bar. If inserting a table as a graphic, the table title must be typed separately from the image. Do not include the table title as part of the graphic.

Questions about formatting?

Please call Denise Gebrosky at **(724)772-4040 x7202**

SUBMITTING SYMPOSIUM MATERIALS

For submission of your electronic PowerPoint files, please choose one of the following (Please use presenter's last name for the filename(s); example: waldorf.ppt.):

Email Submission

Email to symposium@sae.org.

Postal Submission

For postal submission please submit your electronic files using one of the following:

- 3½" diskette
- CD
- Zip disk

Postal mail should be sent to:

**eDocument Production
SAE International
400 Commonwealth Drive
Warrendale, PA 15096-0001**

Attn: Symposium

FTP

You may FTP your paper by going to:

<ftp://papers:papers@ftp.sae.org/papers/incoming/Symposiums>

Once you are there, click on the meeting folder that your file(s) pertains to.

If you are using:

- Internet Explorer - drag your files into the Symposium folder.
- Netscape Navigator - go to the drag down File Menu, select Upload file, click on the file in your directory, then click "ok".

For security reasons, you will not see the document placed in the incoming directory. You will receive confirmation when we receive your file(s).