



## GENERAL INFORMATION

### **Concurrent Session Listing** (pdf)

[[link to 08 seminar concurrent speaker matrix.pdf]]

This information is the current listing of all of the current sessions at the Seminar. Sessions are subject to change by September and will be updated regularly.

### **Presentation and PowerPoint Tips** (pdf)

[[link to Power point tips.pdf]]

### **Sample Power Point Slides**

*Coming Soon*

### **Uploading Handouts/PowerPoint Presentations**

*Coming Soon*

### **Media Information**

Media is expected at all ASIS International events. If you are not comfortable with media covering your session(s), please send written notice to Vicki Moeser, Public Relations Manager, 703-518-1466, [VMoeser@asisonline.org](mailto:VMoeser@asisonline.org).

### **Speaker Agreement**

ASIS International does not permit sales pitches or equipment demonstrations during educational sessions. If your session is product/service oriented, ASIS expects that the presentation focus on the technology being used in the field and NOT in a single product or service that your organization can or does provide. All demonstrations should take place on the exhibit floor or in a private room by official exhibitors only. No presentation shall contain merchandising material for a product or service. Promotional materials may not be distributed to attendees before or after the presentation.

#### **Speaker Agreement:**

All presentations offered at ASIS International events are made with the understanding that there will be a complete explanation of material presented for each abstract submitted. During the presentation, there must be no refusal to respond to audience inquiries regarding item(s) under presentation.

An educational session is not an opportunity to promote or demonstrate company products or merchandise. No presentation shall contain merchandising material for a product or service, nor will promotional materials be distributed to attendees before or after the presentation.

ASIS International does not pay per diem, honoraria, or expenses. However, your registration fee for the day of your presentation is waived.

Individuals submitting an abstract for a ASIS International conference are doing so with the understanding that they agree to abide by these conditions, deadline policies, and decisions of the ASIS International program committee.

Presenters agree to allow ASIS to audiotape, videotape, and/or transcribe the presentation. Presenters also release all rights to the duplication and distribution of tapes and transcribed material for publication in conjunction with the ASIS International conference, and share copyrights with ASIS for distribution of information in the conference related materials and activities.

Speaker invited to make presentations at an ASIS International conference agree that:

- All presentations will reflect the accepted abstract.
- Handouts must be received by deadline assigned to that conference.
- Visual aides used during the presentation need to be developed so that they can easily be viewed in a large room.
- Sessions may be recorded and transcribed.
- Content and examples will be considerate of the cultural diversity of the audience.

### **Concurrent Session Recording**

ASIS International would like to digitally record your presentation and make the recording available on the Internet following the conference. The recording will be multimedia format, integrating slide, mouse movement with your voice. Access to presentations will enable you to see and hear sessions attendees might have missed or wish to see again and enable a larger segment of community to experience your presentation.

In granting permission, you (and your co-authors) are giving ASIS International the right to distribute the complete presentation in an online multimedia format. In granting permission, you are not relinquishing your copyright to this material. All rights to publish your presentation in any other fashion and to publish related works are retained by the authors.

If you are using materials in your presentation that are not original work, you must cite the original source. If you are drawing heavily on another source, it is incumbent upon you to seek permission from the original source to use the material.

By granting permission to be recorded, you are asserting that the authors listed on the submitted abstract have obtained permission for the use of any copyrighted materials in this presentation from the appropriate copyright owners and publishers. Further, you are asserting that each author contributed to and consented to submission of the abstract and presentation.

If you do not grant ASIS International permission to record your presentation you must still upload it in order to use the LCD projectors provided in each session room; your presentation will not be recorded and a multimedia recording will not be available following the conference.

Select your preference as you are uploading your presentation files. You may also change your preference prior to beginning your presentation.