



## LRITA.org 2010 Tech Conference Session Formats

We encourage all members to become involved and to speak or lead sessions where they have expertise that they would like to share for the benefit of the LRITA community. Vendor members are also encouraged to give presentations. It is preferred (but not required) that vendors bring a customer who has implemented the technology to contribute to their presentation in a case-study style presentation. But at their option, we also encourage vendors to submit proposals about various technologies in education style presentations.

There are several session formats listed below to choose from so that there is ample opportunity to share your knowledge in a way that best suits your personal communication style. The **deadline for proposal submissions is March 12, 2010** and should be submitted via e-mail to [professional.events@lrita.org](mailto:professional.events@lrita.org) by that date. All proposals will be committee-reviewed and notification of acceptance or decline will be made via e-mail by April 2, 2010.

Proposals for sessions should include the following information:

- Presentation topic
- Your name and title
- Name of the company you represent or work for
- Short bio of the presenter to be used as an introduction at the start of the session at the conference
- Session format (Presentation, Lightning Round, Roundtable, Demonstration)
- Short description of the topic being presented
- Do you need Internet access? (Yes or No)
- List of special needs beyond what is provided for at the conference

The equipment provided in the room at the conference will include a VGA projector. In order to facilitate the success of all presentations and to minimize technical difficulties, please be prepared to adhere to that video standard. We also ask that presenters bring along any additional equipment if there are other needs. But please feel free to specify your needs to us in your proposal as we will use our best efforts to accommodate you if resources are needed that you are not readily able to bring with you.

Although you should bring your own portable presentation device (laptop), we also ask that you bring your presentation on a jump drive for speedy and dependable access as a backup. We will make every effort to accommodate any presenter in the event of equipment failures.

If appropriate please bring handouts with URLs listed and/or your business cards in case attendees want more information or have questions to ask of you after the conference. If any presenter cannot bring handouts but would still like them provided to attendees, please let us know well in advance of the conference date and we will use our best efforts to accommodate you.

Shortly after the conference is concluded, presenters should make all presentations and materials available to the participants by either providing URLs to access them from their web sites or by providing them to the Professional Activities Committee for posting onto the LRITA web site.

Need ideas? Here are some topics that have been of interest to others: Disaster recovery and business resumption; storage systems (SANS, NAS); virtualization of servers, desktops, and applications; IP telephony; working smarter with constrained budgets; network architecture convergence; cloud computing; collocation services; green computing and sustainability; business application of social networking; identity and access management; network and systems security; and implementation of government policies and law. This is by no means a complete list so we welcome any other IT related topics for presentation at the conference.

#### Lightning Round Guidelines (15 minute sessions)

Each presentation must be 10 minutes or under along with 5 minutes for attendee questions, so we can move on to the next speaker. Avoid too much lead-up (history, background) to your main point. Focus on the main topic. And if you would like an idea of how these work, visit [Extreme Meetings](#) for a taste of this presentation format and ideas on tightening it up to the 10 minute format.

#### Presentation Guidelines (50 minute sessions)

Presentations for the 50 minute sessions may include one or more presenters. Please hold the actual presentation to 45 minutes and allow for at least 5 minutes at the end of your session for questions from the attendees.

When constructing your slides, please visit [Tips and Tools for Successful Presentations](#) and consider these presentation tips:

- Quickly present history/background of the topic
- Avoid extensive company demographics
- Cover practical, applicable content
- Avoid jargon
- Limit amount of text on each slide (avoid using sentences or large groups of text)
- Practice

#### Roundtable Guidelines

Presentations for the 50 minute sessions may include one or more presenters and/or facilitators. Generally, the presenter may give a short 5-10 minute presentation of the selected topic and come prepared with several questions for the group to facilitate conversation among the participants. These sessions then become lively and thought provoking conversations to fill out the rest of the time. The presenter then need only guide the conversation to keep participants on point.

It is expected that presenters will take notes in a bullet point format of the items of note that come up in the conversation. A transcript should then be generated so that they can be posted for the benefit of those who have an interest in the topic. For ideas on how to facilitate a roundtable session please visit the [Guidelines for Roundtable Presentations](#).

#### Demonstration Guidelines

Presentations for the 50 minute sessions may include one or more presenters. Please hold the actual presentation and demonstration to 45 minutes and allow for at least 5 minutes at the end of your session for questions from the attendees.

Very similar in style to presentations, demonstrations may include a presentation of a topic along with a demonstration of the technology being presented. Demonstrations are generally a hands-on experience for the presenter in a how-to discussion so that attendees can in turn experience the technology.