

ALI Speakers - Technical Paper Format

The Aerospace Lighting Institute is the largest gathering of aerospace lighting professionals in the world. The Technology Seminar offers you a unique opportunity to reach an exceptional audience with your technical paper. The atmosphere at ALI is warm and collegial, and you can expect an alert, attentive and receptive audience when you speak. The following suggestions are intended to help you carry on the tradition of lively, informative presentations for which ALI is known.

Video/Audio Equipment/Tools

- A Windows PC Format computer will be setup next to the podium with the following configuration.
 - Pentium Class Processor
 - 512 GB RAM
 - 1024 x 768 at 32 bit color depth
 - Microsoft Windows XP Professional SP 3
 - Microsoft Office 2003 (w/2007 compatibility pack)
 - Windows Media Player (Latest Version)
 - QuickTime (Latest Version)
 - Flash Player (Latest Version)
 - Adobe Acrobat Reader (Latest Version)
- Lighted podium
- LCD projector
- Microphone at podium and a lavalier microphone
- Whiteboard and markers
- LED pointer

Presentation Format

- PowerPoint 2007 or earlier
- Operating System: Media should be PC Formatted
- Web Browser: Internet Explorer 6 SP-2
- Plug-Ins: Quick-Time, Adobe Acrobat, Flash
- Video Playback: Windows Media Player; Quick-Time
- PDF Reader: Adobe Acrobat
- Unix Users: Bring HTML Files or Adobe Acrobat
- Presentation should be no longer than 45 min with questions

Submittal of Paper

- USB Mini Drives - Any brand as long as they do not require drivers.
- CD-ROM (CD-R)
- Memory Cards (Memory Stick, Micro Drive, Secure Digital, Multimedia, Smart Media, Compact Flash)

General

1. PREPARATION - Considerable time should be taken in the preparation of the material and presentation of your talk. The two should have nothing in common but subject matter, for concise writing is one thing, and clear, engrossing speaking is quite another.

2. DEADLINE FOR TECHNICAL PAPERS - All technical papers are due to ALI in CD-R format, or other form as suggested above, by **February 26, 2010**. Please mail the information to:

Mike Phillips, 11555 Coley River, Fountain Valley, CA 92708

3. INTRODUCTION OF SPEAKER - Please include with your paper a short bio to be used for purpose of introduction to the group.

Speaking (summary from SID)

1. SPEAK UP - Speak distinctly and do not rush your words. Above all you must be heard, and those in the rear rows do want to hear you!

2. BE ENTHUSIASTIC - It's infectious. Putting across the excitement that your paper should generate is the best way to make the audience catch fire. If you let the audience see and hear your enthusiasm for the subject, they'll pick up on it and stay with you. Let them in on the fun!

3. KEEP IT SIMPLE - Your audience came to be enlightened, not confused, to be told results and not to relive every step of your research. Avoid long mathematical developments; present in words only the highlights and the logical basis of your proof, then show the results and interpret them fully.

4. OUTLINE, PRESENT, SUMMARIZE - The spoken word is transient and the speaker sets the pace. Your audience needs time to absorb each thought and can't review what you've just said without missing what you're about to say. Give your listeners a chance to keep up and reinforce your message by reviewing it with them. Begin with a brief introductory summary of your paper. Then go through the paper slowly and in detail, amplifying each point and explaining fully. Finally, in the last couple of minutes, summarize again, in terms of your conclusions.

5. AVOID READING YOUR PAPER . . . USE NOTES - Your speaking style should be relatively informal and relaxed, compared with a written technical paper. An informal style is usually easiest to achieve if you speak from notes, rather than read a prepared speech where every word has been written out in advance. Speaking from notes allows you more flexibility to adjust your talk to the mood of the audience. Notes should be typed with **key words** underlined. No matter how full your notes, you will communicate better if you try to look at your audience more than three-quarters of the time.

6. REHEARSE YOUR TALK AT LEAST TWICE WITH A PRIVATE AUDIENCE - Professional actors and politicians rehearse important speeches -- so should you. Ask your rehearsal audience for suggestions and reactions, especially about pacing -- they'll be able to tell you whether you're throwing out new ideas too quickly to be grasped or moving too slowly to maintain high-level interest. Audio/video recording and listening to/watching yourself may also give you valuable pointers; the way you **think** you sound may not actually **be** the way you sound!

Most of all make it fun for yourself and the audience.