

# ASTD TechKnowledge® Conference & Exposition Workbook Guide

## Workbooks for Workshops, Creation Stations, and Tech Intensives consist of the following:

- ✓ Cover Page (please do not number this page)
- ✓ Blank sheet inserted after to keep cover as a single-sided page during two-sided copying (not counted in total pages)
  - Please do not number your blank sheet
- ✓ Three slides per page (max of 15 slides or 5 pages)
  - Please begin to number your pages at this point
- ✓ Four worksheets for session exercises (four pages—can be used for other content in lieu of worksheets, as appropriate)
- ✓ Content (four pages of related content or additional worksheets, if needed)
- ✓ One Job Aid (max of two pages—this captures the highlights for use back on the job)
- ✓ Maximum of 16 pages of content

## Additional Requirements:

- Use minimal graphics and colors as they do not reproduce well and create problems with upload/download size limits.
- Submit your workbook as a PDF file (MS Word document with your PowerPoint slides (handouts 3 per page = 5 pages) not to exceed 16 pages for the final PDF file). Steps for this process begin on the next page.
- Please save it as a **PDF** file with the following file name format:
  - “TK2010 - session number”
  - Submit the one copy of your workbook **PDF** file by email to: [speakers@astd.org](mailto:speakers@astd.org) by 12/17/09
  - If you are presenting a repeat session, please submit a separate file for each session

Use the provided template to create your workbook. Please conform to the template to ensure acceptance of your workbook and proper reproduction of the materials by all means to include print, website, or flash drive.

## Cover Page

The cover page must contain the following. Do not use graphics or logos.

- ❖ *Name, date, location of the conference*
- ❖ *Title and session number of your session*
- ❖ *Your name, company name, and contact information (include all that you feel comfortable sharing publicly—remember this will also be on the web)*
- ❖ *Your website URL—this will allow people to learn more about you and access your bio*

## Blank sheet

A blank sheet is inserted after the cover page to ensure the cover is copied as a single-sided page during two-sided copying of the full document.

## Slide Presentation

Three slides per page for a maximum of 12 slides or four total pages. Printing three slides per page will include note fields with lines for learners to use. You may use more slides in your live session but only choose the most relevant slides for inclusion in the workbook.

## Session Content/Exercises

If you plan to use interactive exercises during your session you may include up to two worksheets for that purpose. If not, you may use these two pages for other content as long as it's relevant to your session and useful to the learner. Please balance text and white space for easy reading.

## Content Application

ASTD attendees want session content that they can apply back on the job. Creating a Job Aid with the highlights of your model, process, etc. will help them apply your content, ensure learning transfer, and provide an ongoing resource for future use. Your Job Aid may be a maximum of one-two pages or two Job Aids of one page each. If you use only one page, the remaining page can be used for other content. A Job Aid is a required element and should be the last page of the workbook.

## How to Publish your PowerPoint slides to Microsoft Word instructions are on the next page...



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## Steps on Publishing your MS PowerPoint slides to Microsoft Word

### Using Microsoft Office 2007 with MS Windows PC

- Open your PowerPoint file in the PowerPoint 2007 program
  - Navigate to and click the Office Button (top left corner),
    - Choose “Publish” > “Create Handouts in Microsoft Office Word”
  - In the “Send To Microsoft Office Word” dialog box,
    - Choose “Blank lines next to slides” option
    - Please ensure the “ Paste” option is chosen
    - Click the “Ok” command button
  - You should now be in the Microsoft Word program with your working document
  - Your Handouts should have been published and pasted in Word 2007
  - Hint: Where your blinking cursor is located, pressing “Ctrl + Enter” keys should insert a blank page
  - You can now complete your workbook document with the other listed requirements
  - Please save it as a **PDF** file with the following file name format:
    - “TK2010 - session number”
    - Please email this completed workbook **PDF** file to: [speakers@astd.org](mailto:speakers@astd.org) by **12/17/09**
    - If you are presenting a repeat session, please submit a separate file for each session
- 

### Using Microsoft Office 2003 with MS Windows PC

- Open your PowerPoint file in the PowerPoint 2003 program
- From the menu bar, choose “File” > Send to > Microsoft Word...
- In the “Send to Microsoft Office Word” dialog box,
  - Choose the “Blank lines next to slides” option
  - Please ensure the “ Paste” option is chosen
  - Click the “Ok” command button
- You should now be in the Microsoft Word program with your working document
- Your Handouts should have been published and pasted in Word 2003
- Hint: Where your blinking cursor is located, pressing “Ctrl + Enter” keys should insert a blank page
- You can now complete your workbook document with the other listed requirements
- Please save it as a **PDF** file with the following file name format:
  - “TK2010 - session number ”
  - Please email this completed workbook **PDF** file to: [speakers@astd.org](mailto:speakers@astd.org) by **12/17/09**
  - If you are presenting a repeat session, please submit a separate file for each session

If you need additional assistance, please call us at:

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Anetia Scott  
Education Department  
1.703.838.5850