

☑ Workbook CHECKLIST

- ☐ Workbook files are **due: March 24, 2009**
- ☐ **Workbooks are required** for all Workshops and Innogizer sessions
- ☐ Your Workbook must **support your session content**
- ☐ **Review** your edited session description and learning objectives before creating your Workbook
- ☐ **Review** the *Workbook Guidelines, Cover Page Templates* sections of the Speaker Kit
- ☐ **Page limit:** Up to 50 pages
- ☐ The **cover page** of the Workbook is the first page and must include:
 - name of conference (ASTD 2009 TechKnowledge® Conference & Exposition)
 - session title AND number (e.g. SU201, TU112, etc.)
 - speaker name(s) AND contact info
 - maximum of three application-focused learning objectives for your session
 - please include a second blank page/sheet after your cover page
- ☐ Use **simple fonts**, such as Arial, that are easy to read
- ☐ **Number pages** in the lower right corner, including the cover page
- ☐ Workbook must be contained within **one electronic file**
- ☐ **Test print and reproduce** your Workbook to ensure that both printed and reproduced documents are legible
- ☐ Save electronic copy as a **PDF file: Ex.: Workshop 45 – ICE09 Workbook**
- ☐ **Please email** the PDF of your Workbook file to: speakers@astd.org
- ☐ **PROMOTIONAL MATERIAL, PRICE, AND PRODUCT LISTINGS ARE NOT ACCEPTABLE**

Workbooks not meeting the above criteria will be returned for revisions. Please allow time for revisions when submitting your Workbook.