

ASTD TechKnowledge® Conference & Exposition Materials Guide—Concurrent Sessions

Materials for concurrent sessions consist of the following:

- ✓ Cover Page
- ✓ Three slides per page (max of 12 slides or four pages)
- ✓ Three worksheets for session exercises or three pages can be used for other content in lieu of worksheets
- ✓ One Job Aid (max of two pages—this captures the highlights for use back on the job)
- ✓ Maximum of 10 total pages
- ✓ Please number all pages, including cover page

Additional Requirements: Materials will be available to conference attendees via a dedicated website to download in advance of the conference with limited USB drives available onsite. Attendees will be expected to bring their laptops to sessions to use the online materials for note-taking during the session. No printed materials will be provided with the exception of Creation Stations and Tech Intensives.

- Use minimal graphics and photos as they create problems with upload/download size limits
- Submit your session material as a Microsoft Word document with your PowerPoint slide (handouts 3 per page = 4 pages) not to exceed 10 pages for the one final MS Word document. Steps for this process begin on the next page
- Please save it as a **MS Word** file with the following file name format:
 - “TK2010 - session number”
 - Submit the one copy of your **MS Word** file by email to speakers@astd.org by 12/17/09
 - If you are doing a repeat session, please send a separate file for each session

Use the template on the following pages to create your session material. Please conform to the template to ensure acceptance of your handout and proper dissemination of the materials. A sample of a complete session material template is provided.

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 are 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*

Slide Presentation

Three slides per page for a maximum of 12 slides or four total pages use (steps for this process begin on the next page). 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 this handout.

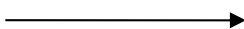
Session Content/Exercises

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 two pages or two Job Aid sheets 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 handout.

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



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Steps on Publishing your 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 session material document with the other listed requirements
 - Please save it as an **MS Word** file with the following file name format:
 - “TK2010 - session number”
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-

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 session material document with the other listed requirements
 - Please save it as an **MS Word** file with the following file name format:
 - “TK2010 - session number ”
 - Please email this MS Word file to: speakers@astd.org by 12/17/09
 - If you are doing a repeat session, please send a separate file for each session
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If you need additional assistance, please call us at:

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