



ASIS Toronto Speaker Guideline Agreement

The American Society of Industrial Security Toronto Chapter #193 has adopted guidelines for speakers at all ASIS Toronto events. These guidelines are designed to create a uniform method of presenting, and also to offer suggestions to assist the speaker in providing a professional presentation. Public speaking is an extremely demanding task, even for seasoned veterans. The success of our events is heavily dependent upon the quality of our speakers, non product or service biased content, and industry relevant application. Please read the guidelines thoroughly.

Speaker Guideline Agreement

- This form states that you agree to meet and follow all guidelines included in this handbook.
- After reading the guidelines, please sign the form and return it to ASIS Toronto
- Submit to:
 - Monthly meetings:
Peter Alexander, CPP, E: alexande@ca.ibm.com F: 905 316 6925
 - Best Practices Seminar
Javier Sanzsole, E: jsanzsol@cntower.ca F: 416-601-3808

Online Presentation Agreement

- The online presentation agreement is a release that gives ASIS Toronto permission to post your presentation on www.asistoronto.org. Please indicate if you do not want your presentation posted on line.

Presentation Materials

- ASIS Toronto encourages the use of PowerPoint for presentations.
- We request that you submit your presentation to ASIS Toronto one week prior to the session.

Cancellation of Speaking Assignment

- If you encounter any unforeseen circumstances that will prevent you from fulfilling your obligation to participate in our conference, please notify ASIS Toronto as soon as possible.
- We would appreciate your help in identifying a substitute of at least equal ability and knowledge.

Course Material Guidelines

Attendees have historically given low ratings to speakers whose course material provided very little information on the subject or simply consisted of an outline or “bullet” points.

The materials submitted must be an original work of authorship. If the material submitted is not an original work, it is the responsibility of the speaker to obtain the necessary permission or authorization to reprint.

Please Note: Promotional literature or order information for books, tapes and other products should **NOT** be included in your handout materials. Contact ASIS Toronto to obtain permission to hand out promotional materials.

Presentation Guidelines

We recognize that all of you are professionals, many of who have extensive speaking backgrounds. However, all audiences are different. Although each speaker has his or her own method of presenting material, it is important that all use the same basic presentation method. An informal style of presentation is well received. There will be a moderator to introduce you. To help you prepare for your presentation and understand the expectations of our audiences, we offer the following guidelines, based on our experiences in presenting conferences to our membership.

- Attire: The session attire is business dress
- Presentation length: ASIS International offers 1 CPE credit for presentations that last at 50 minutes. Be prepared to speak for an hour, including a 10 minute Q & A period.
- Arrive at the session **at least 30 minutes** before your presentation is scheduled. Plan to be early and be ready to begin your presentation at the scheduled time.
- Make sure your presentation is representative of what was promoted to the attendees in the program brochure. If recent events or discussions with a staff contact or participants cause you to divert from the promised agenda, let the audience know what you are doing and why.
- Avoid long introductions, stories, or anecdotes.
- Do not use off-colour jokes, sexist remarks, racial, political or religious references. Do not use humour at the expense of any members of the audience.
- Be conscious of the make-up of your audience. Your audience will be from different industries and professions. Remember to be “non-member” conscious too.
- Encourage audience participation whenever possible or appropriate (depending upon the size of the group). Leave time at the end of your presentation to take questions from the audience.

- No commercials! Your best “advertisement” is to deliver a professional and relevant presentation. The purpose of the session is to educate and a sales pitch turns off most audiences.
- Be available following your presentation, either in the session room or outside in the foyer. Whenever possible, please be accessible to attendees.

Questions from the Audience

Every session should allow at least ten to fifteen minutes for questions from the audience. Generally, the question period should be scheduled at the end of each session, although some speakers prefer to take questions throughout their presentation.

It is important that you repeat each question before answering so all attendees can hear what is being asked. This will make your answer meaningful to the entire audience and is essential if the session is being taped. Please use your judgment when responding to questions that focus on solving a specific problem for only one participant and may not be of interest to the majority of the participants. Often, questions of this nature would be handled more effectively in a private discussion.

Tips for PowerPoint and Slide Preparation

The following guideline have proven effective in the past.

- Make all copy on slides short and concise.
- For the maximum effect, use 15 or fewer words on a slide.
- The height of readable lettering size is one-quarter-inch high on the finished slide.
- Keep slides simple and bold.
- Limit each slide to one main idea.
- Use two or more simple slides rather than one complicated slide. There is nothing that “turns off” an audience faster than visuals that are complex and confusing.
- Use charts and graphs rather than tables to display facts and figures. Visual comparisons can be made more quickly and easily with a graph. Tables tend to look complicated and confusing.

Speaker Guidelines Agreement

The undersigned represents that he/she has read the attached guidelines and deadlines and agrees to meet and follow them as stated.

The undersigned hereby represents and warrants that the submitted work is original and that he/she is the author of the work, or has obtained permission or authorization from the author or copyright holder. The undersigned grants ASIS Toronto the right to reproduce the submitted work for distribution ASIS Toronto members and conference attendees at any ASIS Toronto conference or seminar at which the undersigned is engaged as a speaker, moderator, panellist, or presenter. The undersigned also grants ASIS Toronto the non-exclusive right to reprint the submitted work, with proper authorship acknowledgment, either in whole or in part, in any other ASIS Toronto publication, including promotional pieces. The publishing and reprint rights granted herein include all forms of media, including but not limited to print, CD-ROM, electronic databases, and Internet/Web site distribution.

I AGREED TO AND SIGNED this _____ day of _____ 20____

Session Title: _____

Date(s): _____

Time(s): _____

Printed Name: _____

Authorized Signature: _____

Additional Information:

Company Name: _____

Phone: _____

Fax: _____

Email: _____

Is there someone we can contact who can help with arrangements in your absence?

Name: _____

Phone: _____

Email: _____

Online Presentation Agreement Form

ASIS Toronto would like to make your presentation available to all of our members.

- Please make my presentation available online.
- I do not want my presentation available online.

I AGREED TO AND SIGNED this _____ day of _____ 20__.

Session Title(s): _____

Printed Name: _____

Authorized Signature: _____