



**SSWLHC 53RD ANNUAL MEETING & CONFERENCE
HANDOUT GUIDELINES
DEADLINE FRIDAY, SEPTEMBER 14, 2018**

Handout materials are a vital component of the Conference's educational sessions. Handouts are typically your PowerPoint slides though they can be any form of written or visual materials that supplement your presentation. **All handouts must be received by Friday, September 14, 2018.** It is the Society's expectation that each session will have a handout.

The Society will not be duplicating handouts. Handouts will be uploaded to a password protected page of the Society's website. Conference attendees will be responsible for downloading and printing handouts for the sessions they plan to attend. Handouts may also be loaded to a USB flash drive that attendees may receive as part of their registration packets. The Society will convert all handouts to PDF files to protect the integrity of the speakers' work.

The following are some guidelines that will assist you in putting together your material.

ALL HANDOUTS

- Must be received at the Society's Headquarters no later than Friday, September 14, 2018.
- Must be clearly identified with your name, title of your session, and email address. Speakers are being asked to include e-mail addresses on the first slide of PowerPoint presentations or on the cover page to handouts so that attendees have this as a reference should they want to contact you after the meeting.
- Must be **e-mailed** in the form of Microsoft Word documents, Adobe PDF or Microsoft PowerPoint slides. All handouts must be electronic. Faxed handouts will not be accepted.

PREPARING HANDOUTS

When preparing handouts, please keep the following in mind:

- Use a 10 point or larger, non-stylized font (e.g. Times New Roman, Courier, etc.).
- Limit the amount of information on each slide. Excessive information or data on slides may confuse the audience's ability to absorb the content. The general rule that may help guide you is that no slide should contain more than six words per line and no more than six lines per slide.
- Include your name, session title and e-mail address on the first page and/or first slide of the handouts.

SEND TO

All handouts are to be sent electronically to Megan Stauffer: mstauffer@fernley.com

Thank you for your assistance in this matter. If you should have any questions regarding handouts please call Megan Stauffer at (215) 564-3484 x2244.