

## Clinic Guidelines

### Presenter Guidelines:

- We are in the audience to learn the steel making processes and how to model them.
- Presentations should be 50 minutes in duration.
  - The presentation should include a description of the steel making process that you have selected to model. Focus on the prototype first. Remember that the audience has all levels of experience and knowledge of steel making and modeling.
  - Mention the era and scale that you are modeling.
  - Your time includes questions and answers. The presenter has the responsibility to control the time spent on interaction with the audience.
  - Should the subject matter generate more discussion than the time allotted there will be ample time for further discussion in the evenings or during breaks.
- Powerpoint will be used for all clinics, version 2007 or later.
- Visit the clinic room and check out the equipment before the presentation. Know how to use the auto-visual equipment i.e. how to advance slides and use the pointer.
- Know how to adjust the room lighting for your clinic to be effective. Can you see the slide detail from the back of the room?
- Back up your presentation with a stick or disc. Have it with you during the meet. Just in case!
- Your presentation is important and staying on schedule is courteous to the audience and others following you.
- Please send electronically a copy of your presentation to clinic chairman Eric Craig, eacraig1947@gmail.com before July 15, 2016. Clinics must be kept below 25M if emailed. CD's and thumb drives are preferred for larger presentations. Your clinic will be loaded into a program hard drive that will be used on the day of your presentation. You should not have to download your material but, be prepared. Bring a back-up copy on a Thumb Drive.
- The SMMSIG is herewith granted your permission to distribute and use your presentation with its members and other interested parties.
- The copyright of all material remains with the author.
- You will be introduced by the clinic committee. It is their job to introduce you and assist with house-keeping.

### TIP's

- Use an introduction slide with your name and contact information.
- 50 minutes is the time allocated for a clinic. Questions are an integral part of the education experience. Your response should be direct, but in sufficient detail to answer the question. In the past, members in the audience, who have experience or knowledge in the steel industry, will assist with technical questions. There is ample time for a

continuation of the education experience during meals, breaks and in the evenings. We are here to stimulate interest and questions. To do so would suggest that you have hit the mark! You are in charge, control the tempo.

- Avoid slides that do not have a background. White slides with black print is blinding in a dark room.
- Use a faded blue, tan, green, etc. for a plain text slide.
- Crisp photos tell the story better than out of focus or dark images. If you are working with historical documents and that is all that is available then be prepared to offer more explanation.
- Hand-outs are a good idea when you cannot put the data onto your slides.
- Having an “In Conclusion or Questions?” slide is always helpful and appropriate.
- References are extremely useful and welcomed by the audience.
- If you have never done a presentation before, relax. This is the one time that you will be thankful that the late “Dean Freytag” is not in the room. Have fun, we are all there to learn together.