



## **Guidelines for Presentations at ABG Leadership Conference**

You **must** email your proposed workshop title, description, presenter's name(s) indicating if it is a student or faculty presentation, and time needed (30 minutes or 1 hour) to Tim Cooper at [tcooper982@hughes.net](mailto:tcooper982@hughes.net) for approval. Please include in the email subject line "ABG Conference Presentation."

**Deadline for presentation request is March 1, 2009.**

Approved presentations will receive a conformation E-Mail by March 8, 2009. If your presentation is approved, you should E-mail your completed presentation to Tim Cooper by April 1, 2009, you should also bring a backup copy of your presentation on CD or USB drive to the conference.

For your presentations, we will have 1 Laptop Computer, projector, and a wireless presentation remote. The laptop will have a CD/DVD R/W combo drive, and USB2 compatible slot.

### **Software installed will be:**

Microsoft Office 2007 (Word, Excel, Access, PowerPoint,)

If you require specific versions of software or need other software, please direct inquires to:

Tim Cooper  
National Media Coordinator  
[Tcooper982@hughes.net](mailto:Tcooper982@hughes.net)  
(252) 794-4575