



Guidelines for Acceptable Handout Materials

APWA North American Snow Conference

SUBMIT HANDOUTS BY MARCH 19, 2010

We highly recommend that you provide attendees with handouts for your presentation. However, APWA will **NOT** be duplicating your handouts in paper for distribution onsite. APWA is making a push toward implementing a “greener” North American Snow Conference.

1. Please carefully review the steps below for how we’ll be handling the issue of creating handouts to meet the “green” goals.
 - a. **PRIOR TO MARCH 19th, 2010.** Speakers may begin submitting their handouts in electronic format to APWA. (See instructions below for uploading your handouts to the APWA ftp site.)
 1. Once APWA receives these documents, we will link them for download from the APWA North American Snow Conference site.
 2. Whether you submit your handouts in Word, Excel, or PowerPoint format, APWA will convert the documents to the PDF prior to posting them on the web.
 3. Participants may download these documents on an as-needed-basis either prior to attending the NASC or during the NASC itself using specifically designated “handout printers” that will be made available to participant’s onsite.
 - b. **DURING THE CONFERENCE:** If you do not submit your handouts to APWA prior to the event, we ask that you bring a copy with you to the Conference via a USB plug or a CD-ROM so that we may access the files electronically and immediately post them to the website so that participants may print those they need onsite.
 - c. **AFTER THE NASC:** APWA will leave access to the handouts on the website for a period of time so that participants may download them after they return home.
2. We have a fast and easy way for you to submit your handouts. Simply upload your files to APWA's ftp site. Instructions for submitting speaker handouts via an upload:
 - a. Name your file using the database code for your session and your last name. For example: "1710 Smith"
 - b. Using Internet Explorer 5.5 or higher, click:
<ftp://education:education@ftp.apwa.net>
 - c. Double click on the "NASC 2010 Handouts" folder to open it.

- d. Drag and drop your handout file(s) into the folder.
- e. Once your files appear in the window, you're done! Simply click out of the site.
- f. If you have trouble using the ftp site, you may attach your handouts in an email to education@apwa.net. NOTE: Many e-mail servers won't allow people to send large files, so please try the [ftp site](#) first.

PLEASE ADHERE TO THE FOLLOWING GUIDELINES WHEN PREPARING YOUR HANDOUTS:

1. A cover sheet with the title of the presentation, date and time, and your name & organization should be centered on the first page –or- if you are using your PowerPoint slide presentation as your handouts, the first slide should list this information.
2. Many speakers prefer to use copies of their slides as their handout. If you submit your PowerPoint slides as your handouts, we will modify them so that there are three (3) visuals per page. This reduces the paper load and is equally effective for the reader. However, if you have some slides that are graphically intense, APWA staff will review them to see if they will be legible at 3 visuals per page. If not, staff will decide whether that particular slide needs to be part of your handouts and printed one slide per page, or if it can be left out.
3. Handouts should be formatted for 8½ X 11” paper. Margins for all pages should be:
 - a. Top 1 ½”
 - b. Left and right margins 1” minimum
 - c. Bottom 1”
4. Keep your handouts simple and clear. Handouts should contain just enough detail to enable attendees to remember the key points of your presentation.
5. Use an easily readable font style. Preferred styles are as follows:
 - a. Times New Roman 12 font size
 - b. Arial 12 font size
6. Give credit where credit is due. Be sure to acknowledge any copyrighted material and include a bibliography if appropriate.

APWA will **NOT** be duplicating your handouts in paper for distribution onsite. APWA is making a push toward implementing a “greener” North American Snow Conference. The participants will have the option of printing the handouts in advance or onsite at the conference.

**** Handouts must be submitted in electronic format.
Please see Instructions for Submitting Handouts Online***

Questions: E-mail cthompson@apwa.net or call Courtney Thompson at (816) 595-5215 or Phyllis Muder at (816) 595-5211 or pmuder@apwa.net.