



Tim Menzies <menzies.tim@gmail.com>

Data Quality Workshop - Presentation Guidelines

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To: "tim@menzies.us" <tim@menzies.us>

Mon, Sep 13, 2010 at 10:06 PM

Dear Tim,

I am following up on my email of Sept. 10 notifying you that your paper was accepted for presentation at the October 26-28 workshop, "Issues and Opportunities for Improving the Quality and Use of Data in the DoD."

You will need to deliver a brief, 20-minute presentation that covers key points of your submitted paper and then participate in a 10-minute question/answer session. All presentations must be submitted in Microsoft PowerPoint by **October 8, 2010**.

General Guidelines for Developing Your Presentation

- Present materials that reflect the content of your submitted paper.
- Number all slides.
- Define each acronym the first time it is used in the presentation.
- Use standard Windows fonts when preparing your presentation (these are the fonts pre-installed on your computer).
- If incorporating animations, do not cover text.
- Include your contact information and website on the final slide.
- Use the following convention to name your presentation: "lastname.ppt"

Between now and the workshop, I will be providing additional details to assist you in planning for your participation in the workshop. Please do not hesitate to contact me if you have any questions or concerns.

All the Best,

Mark

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