

Dear Panelist:

Thank you for agreeing to present at the Data Protection Summit 2008. The Summit will be held at the Hilton Irvine/Orange County Airport in Irvine, California from March 11 through March 13.

Note that you must register on the Website at www.dataprotectionsummit.com to avoid having to pay the full conference fee. You must still pay a reduced fee if your company is not an exhibitor or sponsor or if you have not made special arrangements.

We include in this document:

- Panelist Instructions
- Sample page to use as a guide for submitting brief statement to be published in the Proceedings.
- Summit Overview
- Proceedings Materials instructions and Request for Biographical Information
- Transfer of copyright form
- Correspondence

You should fill out the forms and send them along with your Proceedings statement to:

ellen@dataprotectionsummit.com

Subject: Data Protection Summit

Due date for material to be included In The Proceedings Is *** JANUARY 18, 2008 ***

Sincerely yours,

Lance A. Leventhal
Program Chairperson, Data Protection Summit
lance@dataprotectionsummit.com

PANELIST INSTRUCTIONS

SESSION STRUCTURE

Panel sessions will run from one to two hours. Each panelist should prepare a position statement lasting 3 to 5 minutes. The rest of the time will be devoted to audience questions and discussion.

PREPARING YOUR TALK

Organization

The time limit restricts how many technical points you can expect your audience to absorb. A good guideline is to have no more than 3. This restriction will help focus the audience's attention on the most significant information.

Visual Aids

You should plan a slide for each key point. Each slide should have at most five major supporting concepts. When using PowerPoint, try not to overdo things. Small print, tiny figures, and odd color combinations can make your slides completely unreadable. We suggest you limit your text to 30 words per slide, and put figures and graphs on separate slides rather than crowding them in with the text.

Please provide your audience with copies of all your slides if they are not in the Proceedings. We will inform you of the expected attendance about two weeks before the conference.

Timing

You can expect to speak about six sentences per slide, which normally runs 1 to 1 1/2 minutes.

Do not run overtime. The chairperson will warn you when you are close to the limit.

Improving Your Mechanics

Put a few words in your notes to start your train of thought at each point. Be sure to add to the slides; don't just repeat what the audience can already see.

Try to make your talk interesting. Vary your approach, style, speed, and tone. Humor can help if it isn't in bad taste or insulting. Be sure to make eye contact with your audience (and not just with one person). Do not stare at your notes, the screen, or the floor. And keep your hands out of your pockets!!! Also do not talk into the screen or the floor, stand in front of the screen, or pace back and forth.

Try to say something original, surprising, or controversial. Raise significant issues; do not belabor the obvious.

Answering Questions

Before answering a question, be sure that everyone knows what it is. (Note that people in back of the questioner usually cannot hear a thing) Repeat the question if necessary. Then answer the question concisely and directly. Ask other panelists if they have comments or additions. Restrict your answer to about two minutes. If someone wants more detail, ask him or her to meet with you afterward. Do not argue with questioners or other panelists. Let the chairperson manage the discussion.

KEY HINTS FOR SPEAKERS

- Don't put too much on your slides. 30 words should be the maximum. And please no tiny figures or charts no one can read.
- Limit your lists to 3-5 points (shown to be the most people can comprehend at one time). If you have more, drop the less important ones or combine points into groups.
- Conclude your talk by indicating the 1 or 2 major ideas you think the audience should remember.
- Keep your hands out of your pockets!

Sample One-Page Statement for Proceedings

THE ROLE OF DATA PROTECTION IN NEANDERTHAL APPLICATIONS

Rebecca M. Sharp and Ernest R. Worthing
Jurassic Computer Enterprises
275 Anthill St.
Zenith, IN 55555 USA
(555) 555-5555/5560 fax
rsharp@jurassic.com

The functional specification of data protection requirements has become a critical issue in IT infrastructure consolidation. Compliance requirements, security needs, availability concerns, and mission-critical replication are all important considerations in developing high-performance data protection applications. Tools such as content management systems, hierarchical storage systems, e-mail and IM Management systems, backup and restore applications, disaster recovery systems, and storage management software can help organizational developers provide the required synergy for categorizing redundant data protection paradigms.

Rebecca M. Sharp is a Data Protection Product Manager at Jurassic Computer Enterprises. She was formerly the Chief Winged Monkey at the Wicked Witch's Castle. She received her B.A. degree in embezzlement from the Western New Guinea Correspondence School of Telecom Platform Development. Ernest R. Worthing is a Staff Development Engineer at Jurassic Computer Enterprises. He was previously an assistant saber-toothed tiger at the La Brea Tar Pits.

Copies of the presentation are available at
www.jurassic.com/garbage/slides or by e-mailing
rsharp@jurassic.com.

Jurassic Computer Enterprises specializes in providing data protection solutions for the pornography, archaeology, and UFO industries. In business since 1357, it focuses on methods for avoiding legal intercept and disclosure.

OVERVIEW of the SUMMIT

The Data Protection Summit will be held on March 11 - 13, 2008 at the Hilton Irvine/Orange County Airport in Irvine, California. The Web site is at www.dataprotectionsummit.com.

GENERAL SCHEDULE

Tuesday, March 11

Forums and Issues Roundtable

Wednesday, March 12

Tutorials

Sessions

Keynotes

The Doctor is In

Beer, Pizza, and Chat with the Experts

Thursday, March 13

Sessions

Keynotes

The Doctor is In

PROCEEDINGS MATERIALS INSTRUCTIONS

The Proceedings will be distributed on CD.

Fill out a biographical form and write a panelist statement (see sample one-page statement above). You should also submit copies of your slides if you plan to use any (not required, but you can if you want to).

DUE DATE:

Submit biographical material, a panelist statement, and optional slides (printed two per page on Data Protection Summit Powerpoint templates) for the Proceedings by *** JANUARY 18, 2008 ***. Don't forget to submit the Transfer of Copyright form.

Please send all materials *** IN .DOC (TEXT) OR .PPT (SLIDES) FORMAT *** to:

Ellen Thro, ellen@dataprotectionsummit.com

Subject: Data Protection Summit

POWERPOINT TEMPLATES

Please use the Powerpoint templates specifically generated for the Data Protection Summit. Three sample PowerPoint templates (differing by color intensity) are available on the Website [For Speakers](#) page:

http://www.dataprotectionsummit.com/English/For_Speakers/For_Speakers.html

The [For Speakers](#) webpage will soon list “important deadline dates” for you and your panelists to remember, relating to:

- Online registration for speaker’s badge
- Making hotel reservations

REQUEST FOR BIOGRAPHICAL STATEMENT

Name:

Phonetic pronunciation:

Date:

Address:

City:

State/Province:

Zip/Postal Code:

Country (if not US):

Phone:

E-mail:

Fax:

Current Employer:

Job Title:

Biographical Statement (100 words or less):

If I cannot participate, I suggest the following person as my replacement:

Name:

Title:

Company:

Address:

City:

State/Province:

Zip/Postal Code:

Phone:

E-mail:

Fax:

Please return this completed statement to:

ellen@dataprotectionsummit.com

Subject: Data Protection Summit

TRANSFER OF COPYRIGHT

This form simply gives the Summit the right to publish your materials in the Proceedings. It does not preclude you from using or publishing them elsewhere or convey any ownership rights whatsoever.

Title of work:

Authors:

IMPORTANT NOTE: The primary author must sign this form.

I hereby transfer exclusively to the Data Protection Summit, all rights granted to me by the copyright laws of the United States of America and other countries, subject to the reservations below:

1. The authors reserve all proprietary rights (such as patent rights) in this work.
2. The authors retain the right to republish the work in whole or in part and to use it in lectures, courses, journals, articles, other conference proceedings, or otherwise.

I warrant that the above work has not been previously published elsewhere, or, if it has, that I have obtained permission for its publication by the Data Protection Summit and that I will promptly supply the Data Protection Summit with wording for crediting the original publication and copyright owner.

Date:

Signature of primary author (Options: use digital signature OR fax signed page to Ellen Thro at 858-457-0946 OR sign this page in ink, convert it to PDF format, and email it to ellen@dataprotectionsummit.com):

Type your name:

Please return an executed copy of this form to:

ellen@dataprotectionsummit.com

Subject: Data Protection Summit

CORRESPONDENCE

Direct all correspondence and inquiries about the conference to:

CONFERENCE MANAGER:

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