

Dear Tutorial Instructor/Forum Presenter:

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.

In this document we include:

- Tutorial Instructor/Forum Presenter 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 *****

Note that there may be changes to the schedule. Please check the website for possible updates to your Session.

<http://www.dataprotectionsummit.com/English/Conference/Program.html>

You must register for the conference on the Web at

www.dataprotectionsummit.com.

TUTORIAL INSTRUCTOR/FORUM PRESENTER INSTRUCTIONS

INTRODUCTION

Please remember that the Data Protection Summit is a technical event. You can use your company's products as examples, but avoid sales pitches or detailed product descriptions. Keep your basic talk general and emphasize technical issues and questions.

PREPARING YOUR TALK

BASIC ORGANIZATION

The main constraint is the time limit. Forum talks will last 30 to 40 minutes, including a few minutes of questions and discussion. This limit restricts how many technical points you can expect your audience to absorb. A good guideline is to have no more than 15.

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 text.

You should have an initial slide with the title of your talk and your contact information (name, job title, affiliation, address, telephone, and email). You should also have a final slide covering sources of further information, such as books, magazines, conferences, technical societies, standards groups, and web sites. A few good sources, say 3 to 5, will do the job.

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.

You can expect to speak about six sentences per slide, which normally runs 1 to 1 1/2 minutes. If you have 20 slides, your presentation will run thirty minutes. This leaves five minutes for an introduction and a summary for each section.

IMPROVING YOUR MECHANICS

Jot down a few words 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, speed, style, 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 one person). Do not stare at your notes, the screen, or the floor. And keep your hands out of your pockets!!! Also be careful not to stand in front of the screen, talk into the screen or floor, or pace back and forth.

Get your audience involved in your talk. Ask questions about people's backgrounds, interests, or major concerns, and note the responses. You may

also want to pose hypothetical questions to get your audience thinking about how your talk relates to them.

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.

DUE DATE:

Submit slides (printed two per page on Data Protection Summit Powerpoint templates), position statement, and biographical material 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

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 this 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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