

**HOLMES  
& DOYLE  
FRIENDS: *Four***

March 24 & 25, 2017

Clarion Airport Inn  
10 Rockridge Road  
DAYTON, OHIO

## Guidelines for Those Wishing to Present at HOLMES, DOYLE, & FRIENDS

- ✓ The Committee must have a précis (summary) of your presentation by mid-February. We don't need the whole thing, though that certainly would be welcome, but a title *alone* is unacceptable. Also unacceptable are presentations that consist primarily of advertising for merchandise or books. Confine advertising to the vendors' tables. Please wire (Holmesians *never* use the term "e-mail") your précis in any format to: [Martin.Arbagi@GMail.com](mailto:Martin.Arbagi@GMail.com)
- ✓ All decisions of the Committee are *final*. If your paper is accepted, you'll be entitled to a reduced Conference fee, as specified on the Registration Form.
- ✓ There will be a screen and digital projector with both VGA and HDMI inputs for those using Power Point® or similar programs, and a desktop computer using the Windows 10 operating system. Apple users: please bring your own machines, or use the "export" option to save your slides to a flash drive or CD-ROM in a format readable by Windows.
- ✓ Presentations will be limited to *twenty (20) minutes*, with the exception of the Keynote Speaker. This includes questions, and will be strictly enforced. A rule of thumb is that it takes about ninety (90) seconds to read a double spaced page in fixed space (sometimes called "monospace") type. So your presentation should be about ten (10) double spaced pages to allow for some questions or discussion at the end. Single spaced or proportionally spaced text takes longer to read.

This is **fixed** space text. This is **proportionally** spaced text.