

HOLMES & DOYLE FRIENDS: *Five*

March 9 & 10, 2018

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 talk by 31 January 2018. Please wire (Holmesians *never* use the term “e-mail”) your précis in any format readable by Microsoft Word® to Program Chairman **Dan Andriacco**: DoctorDan@Fuse.net We don’t need your entire presentation, though that certainly would be welcome, but a title *alone* is unacceptable. Also unacceptable are lectures that consist mostly of advertising for books or merchandise. Confine sales pitches to the vendors’ tables.
- ✓ All decisions of the Committee are *final*. If we take your paper, you’ll be entitled to a reduced conference fee, as specified on our Web site and registration form.
- ✓ For those using illustrations, we shall provide a PC utilizing the Windows 10® operating system with both Power Point® and Open Office Impress®, a screen and digital projector with VGA and HDMI (but *not* mini-HDMI) inputs, and all necessary cables. APPLE® AND LINUX® USERS: please bring your own machines (our projector accepts Apple and Linux input), or use the “export” option to save your slides in the Windows format on a flash drive or CD-ROM.
- ✓ *Presentations will be limited to twenty (20) minutes.* This includes questions, and will be strictly enforced. A rule of thumb is that it takes about seventy-five (75) seconds to read a double-spaced page in fixed space (sometimes called “monospace”) type. Thus, your presentation should be no more than twelve (12) double-spaced pages to allow a few minutes for questions or discussion at the end. Single-spaced or proportionally spaced text takes more time.

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