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HOLMES & DOYLE FRIENDS: *Six*

March 29 & 30, 2019
Clarion Airport Inn
DAYTON, OHIO

Guidelines for Those Wishing to Present (Speak) at HOLMES, DOYLE, & FRIENDS

✔ The Program Committee must have a précis (summary) of your talk AS QUICKLY AS POSSIBLE, but by 31 January 2019 *at the latest*. (You risk being closed out if you wait that long.) 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 presentations that consist mostly of advertising for books or merchandise. Please confine sales pitches to the Vendors' tables.

✔ All decisions are final. If your paper is accepted, Mr. Andriacco will handle registration details. Be sure to inform him of your menu choice for lunch. **There is one exception:** *if you plan also to be a Vendor, you must register as a Vendor,* and pay the Vendors' fee, either through our Web site (all major credit cards accepted) or by mail. Simply print and mail the form (also posted on our Web site) with your check or money order (gold and notes also accepted). If Vendors' space is sold out, your Vendor's fee will be refunded, but you'll remain as a Speaker on the Conference Program. Remember that hotel registration and the Banquet are *your* responsibility. (You can pay for the Banquet either by mail or on line at our Web site. See the "Frequently-Asked Questions" section of the Web site for instructions about registering at the hotel.)

✔ 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 inputs, and all necessary cables. We shall also have USB 3 to USB 2 and mini-HDMI to regular HDMI adaptors. APPLE® AND LINUX® USERS: please bring *your own* machines (our projector accepts Apple and Linux inputs), or use the "export" option to save your slides in the Windows format on a flash drive or CD-ROM. HD&F has its own sound system. Improvements for 2019 include wireless microphones.

✔ *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.

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