

# Organizer/Author Overview

**SAE** *International*

# Expected Outcomes

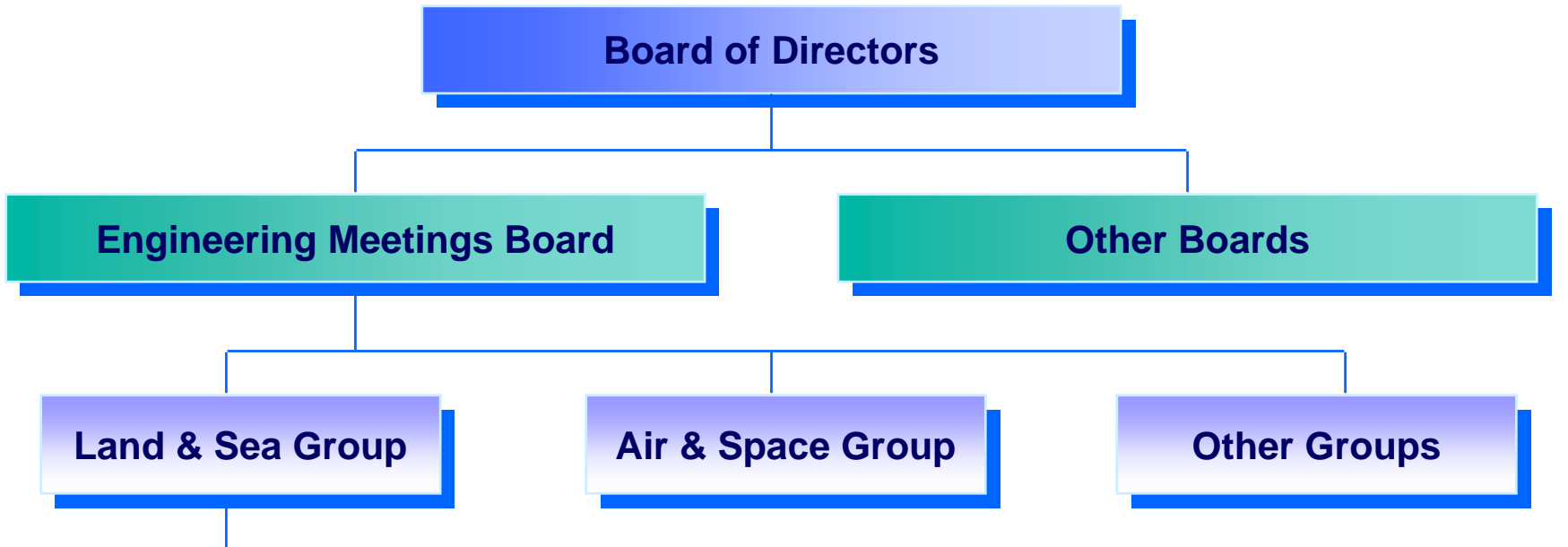
Understand how to become a part of SAE  
Conferences and Meetings:

- ≡ Organizer
- ≡ Chair
- ≡ Reviewer

Understand the organizer/author, paper/  
presentation development process

Obtain information on presentation and oral delivery  
skills

# Volunteer Committee Organization



## Activities:

**Farm, Const., & Ind. Machinery**  
**Fuels & Lubricants**  
**Materials Engineering**  
**Powerplant**  
**Thermal Systems Management**  
**Auto. Chassis**

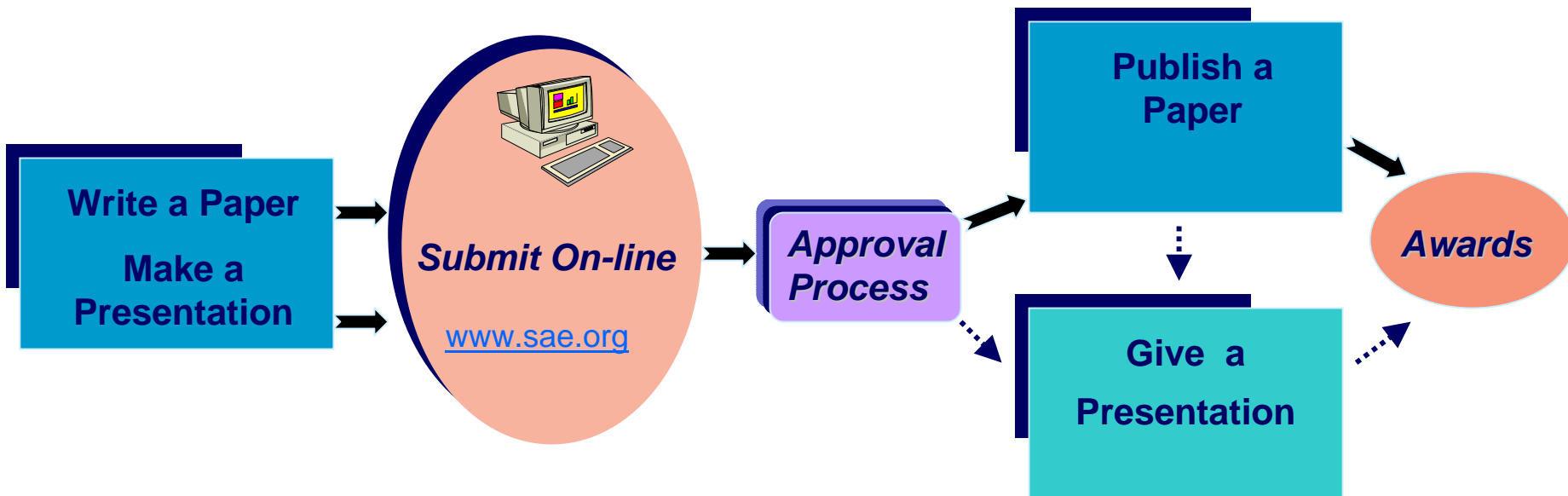
**Commercial Vehicle**  
**Manufacturing**  
**Maintenance**  
**Automobile Body**  
**Auto. Computer Electronics**

# Be a Part of SAE Meetings and Conferences...either:

Organize

Review

Chair



First Step: Contact SAE Staff

# Organize a Session

Organize

Review

Chair

- Organize session content
- Find reviewers
- Determine presentation order
- Approve all papers/presentations
- Review and submit approval forms
- Select a chair, or chair a session



[SAE Home](#) > [Conferences & Education](#) > [Volunteer](#)

## Organizer Resources: Organizing a Technical Session at an SAE Meeting

Whether you are organizing a Technical Session for the first time or have been an organizer in the past, this complete resource area will assist you in coordinating your session. The key to a successful technical session is communication! **Please communicate early and often with authors.**

[Organizer Checklist](#)

### Receiving / Soliciting Abstracts

[Receiving an Abstract from SAE](#)  
[Soliciting an Abstract Directly from an Author](#)  
[Handling Paper Offers from Session Organizers](#)

### Reviewing Draft Manuscripts / Oral Only Presentations

[Organizer Instructions: Online Technical Review Process](#)  
[Sample Letter to Reviewers: On-line Technical Review Process](#)  
[Reviewer Instructions: SAE Technical Paper Review Process](#)  
[Handling Resubmitted / Rejected Paper Offers](#)  
[Self-publishing](#)

### Paper Rebuttal Policy

### SAE required documentation

#### Author Invitation Letter Template

[Organizer Report Form](#)  
[Technical Paper Review Form](#)  
[Online Peer Review System](#)  
[Organizer Approval Form](#) (Form will be provided by your staff representative prior to the deadline)

#### Finalizing Information for the Printed Program

SAE will email or mail all organizers and authors draft copies of their session information as it will appear in the printed program. Review the draft program copy sent from SAE and confirm that the information is complete and accurate. Incorporate revisions, if any, received from session participants. Return corrected program copy to SAE.

#### Conducting the Session

[Contacting All Participants before the Session](#)  
[Contacting SAE before the Session](#)  
[At the Conference](#)

For Key Deadlines / Contacts, please visit the conference website.

\* This is a .pdf file. You'll need the Adobe Acrobat Reader to view it.

# Review a Paper

Organize

Review

Chair



- Review a technical paper in your area of expertise
- Recommend changes
- Recommend approval or disapproval
- Use the new On-line Scoring System

# New SAE On-line Scoring



*On-line scoring*

[www.sae.org](http://www.sae.org)

Electronic web based tool

- ≡ Obtains scores from paper reviews
- ≡ Sorts and consolidates by paper number
- ≡ Facilitates quick & efficient communication

# Benefits of On-Line Scoring



*On-line scoring*

[www.sae.org](http://www.sae.org)

- ≡ Access 24/7
- ≡ Reduces organizer administration
- ≡ Reduces Transactions and awards cycle time
- ≡ Enables immediate author recognition

# Features of On-Line Scoring

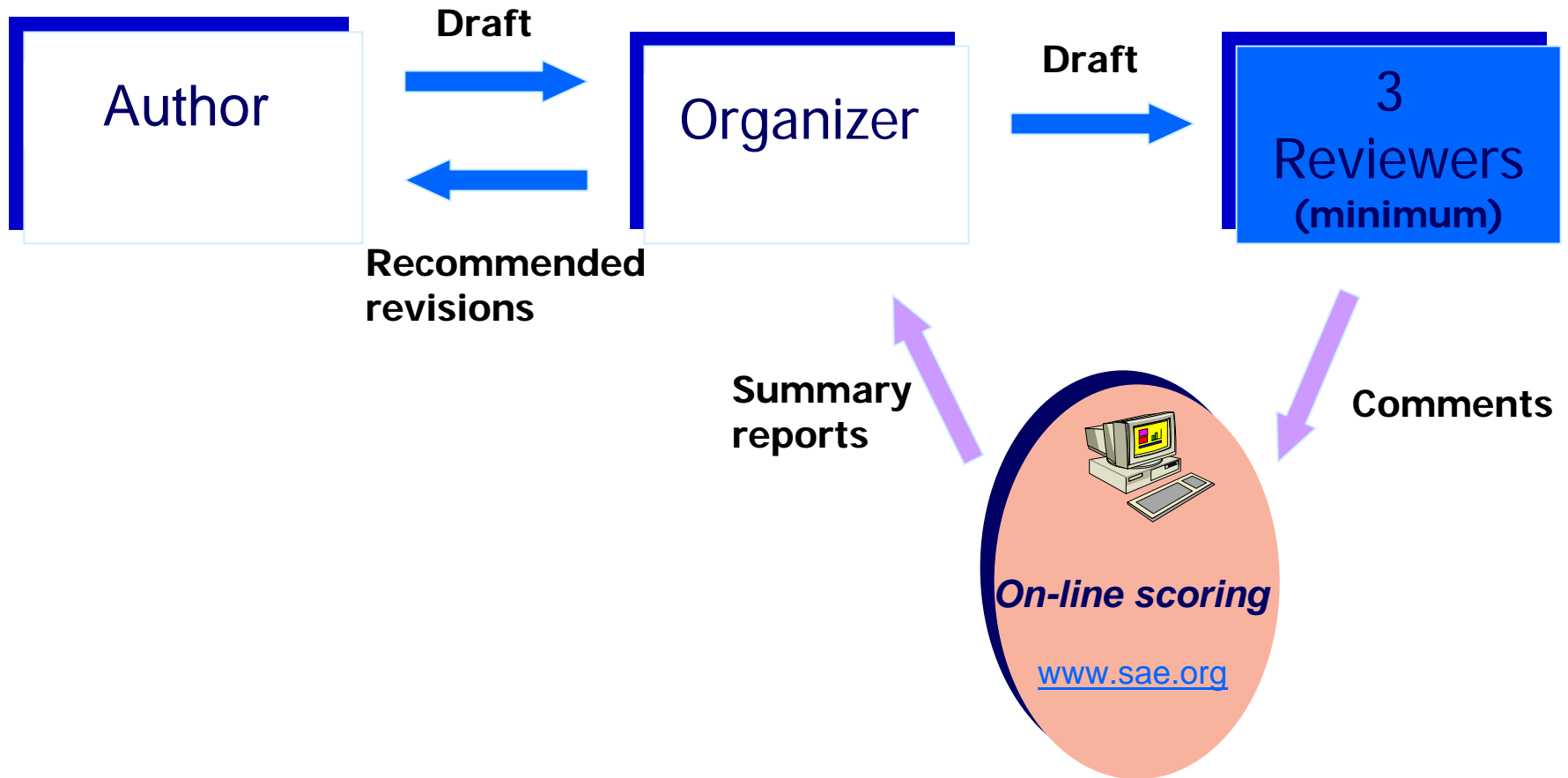
- ≡ Enables point & click “review criteria” selections
- ≡ Provides Online Reviewer help documentation
- ≡ Brings up last scores
- ≡ Provides weekly Organizer reports
  - ☐ Sorted by Paper
  - ☐ Compiled scores
  - ☐ Compiled comments



***On-line scoring***

[www.sae.org](http://www.sae.org)

# Technical Paper Review Process



# Chair a Session

Organize

Review

Chair



- ≡ Conduct the session
- ≡ Introduce all speakers
- ≡ Ensure adherence to schedule
- ≡ Moderate Q & A
- ≡ Provide session conclusion
- ≡ Capture highest session attendance

# Chair a Session (continued)

Organize

Review

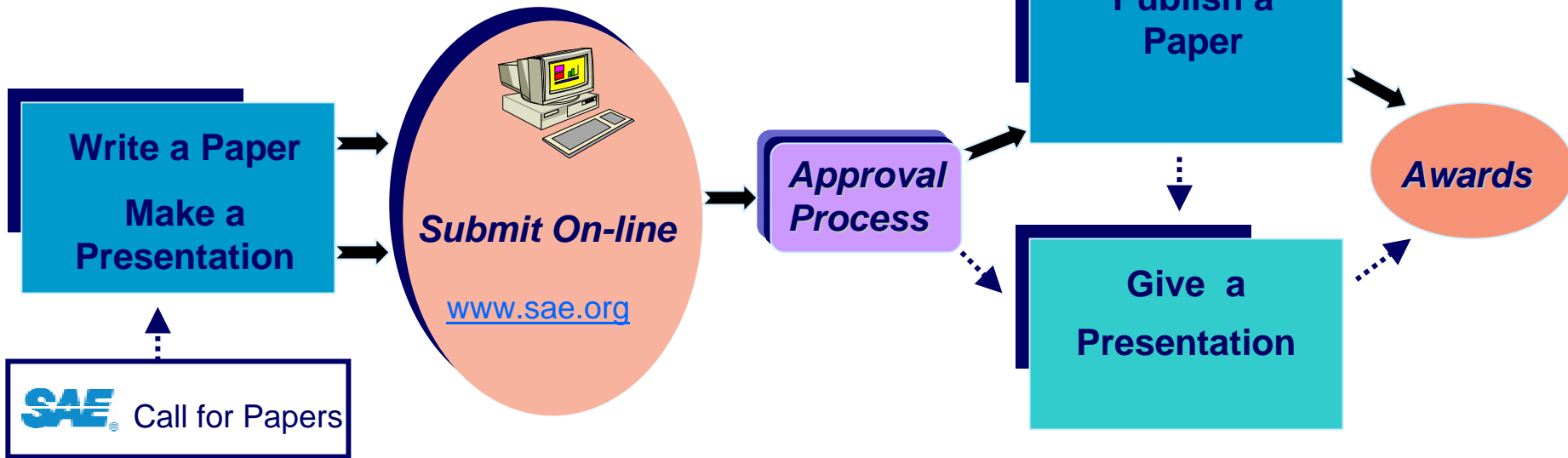
Chair



- ≡ Distribute and collect oral presentation evaluation
- ≡ Oral Awards Program
  - ✓ Organizational quality
  - ✓ Visual quality
  - ✓ Oral presentation quality

5% of Presenters

# Be an Author



- ≡ Prepare a 200-300 word abstract with title
- ≡ Describe methodology, outcomes & conclusion
- ≡ Include all contact information
- ≡ Submit abstract on-line
- ≡ Presentations reviewed for content, legibility, and commercialism

[SAE Home](#) - [Volunteers](#)

## Author Resources: How to Prepare and Present an SAE Paper

Want to write a technical paper? Here you will find guidelines and related information to write and submit an SAE paper. All paper offers are to be submitted in relation to a topic-specific conference.

[SAE Authors - Join SAE & Savel](#)

- [Author Checklist](#)
- [Submitting an Abstract](#)
- [Writing your paper\\*](#)
- [Formatting an Electronic Technical Paper\\*](#)
- [Submitting an Electronic Technical Paper\\*](#)  
**No author prints will be accepted. All papers must be sent to SAE for printing/publishing.**
- [Paper Templates](#)
- [Preparing your Presentation](#)  
[Recommended Meeting-Specific Presentation Template](#)
- [Awards](#)
- [Award Nomination Forms](#)
- [Specific Meeting Instructions / Deadlines](#)
- [Bulk Quantity Order Form for Authors\\*](#)
- [Color Printing Agreement](#)

\* This is a .pdf file. You'll need the Adobe Acrobat Reader to view it.

# What Does SAE Staff Do for You?

*The First Step is to contact SAE staff...then we:*

1. Set up and arrange your role at SAE

2. Distribute Call for Papers

3. Receive/track abstracts

4. Provide on-line resource links for:

✓ Organizers

✓ Authors

5. Prepare printed programs

6. Publish papers/books

7. Track program changes

8. Track approval forms

9. Help you succeed in your role

# Benefits of Volunteering

- Review the latest technical literature
- Contribute to your industry
- Receive recognition
- Mentor less experienced engineers
- Receive awards
- Enhance leadership skills
- Share with your colleagues



# Industry Benefits Through Your Efforts...



**Knowledge**

+



**Time**

=



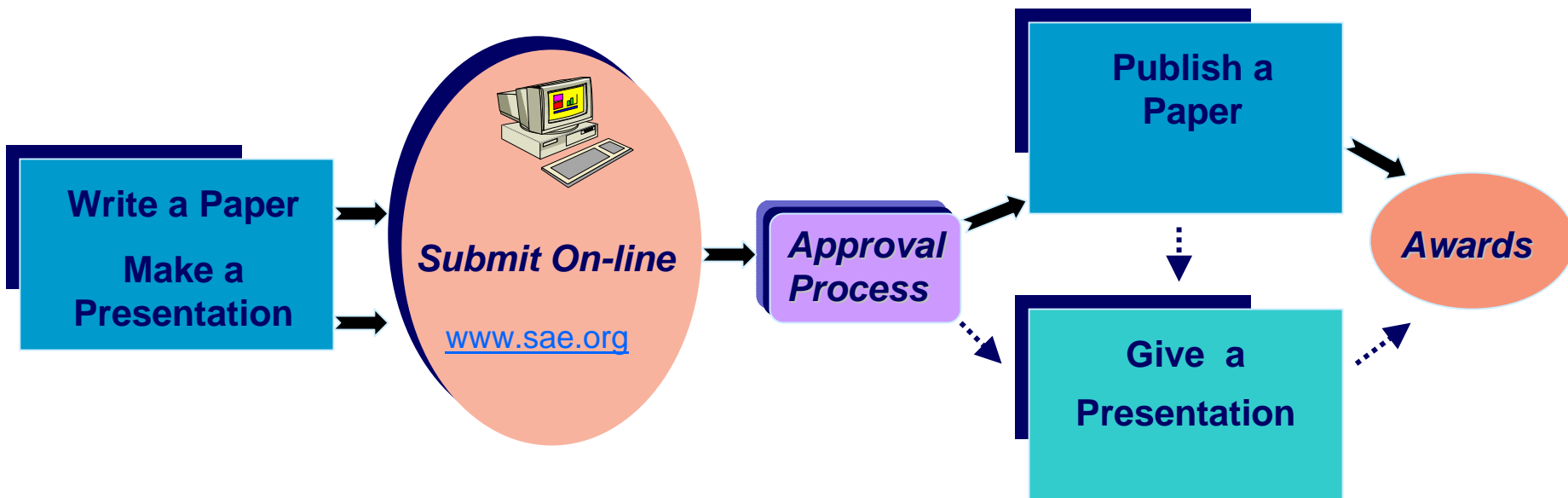
**Business  
Impact**

# Be a Part of SAE Meetings and Conferences...either:

Organize

Review

Chair



First Step: Contact SAE Staff

# We're Looking Forward to Working With You...

*Questions....*

# Presentations

Organization  
Delivery



# Adult Learning

Readiness  
to Learn

Experiences

Problem  
Orientation

Time  
Perspective



Self-  
Mastery

# Adult Learning Rules of Thumb...

Link Content to Experiences

**Link Content to Experiences**

Use the 20 Minute Rule

**Use the 20 Minute Rule**

Help Solve a Problem

**Help Solve a Problem**

Use the "3's" Rule

**Use the "3's" Rule**

Create Something for the Audience to Do

**Create Something for the Audience to Do**

# How Do People Process Information?

Globally

Analytically

Combination of both processes



# How Do People Process Information?

## Global

- ⌘ Look at the overview first, then assimilate the “facts” that created the big picture
- ⌘ 60% of audiences are global processors



60%

# How Do People Process Information?

## Analytic

- Start with “facts” and then assemble the “big picture” after analysis
- 30% of audiences are analytic processors



30%

- 10 % of audiences combine global and analytic processes

10%

# How Do People Process Information?

Morale of the Story:

Start with the big picture – you'll grab the attention of at least 70% of the audience!!

**70%**



# Consider the Audience

Audience analysis is a mission critical aspect of making presentations...

## Questions to Ask

Who am I talking to?

- ⌘ Why do they need this information?
- ⌘ What will they do with this information?
- ⌘ How will this information help them in their jobs?

And...

- ⌘ If I give them this information.....

**so what??**

# What Audiences Look for in a Presenter

Knowledge

Organization

Clear, concise and simple messages

Preparation

Practical applications



# Preparing to Communicate

Formulate your objectives

Identify the audience

Choose the appropriate structure or format

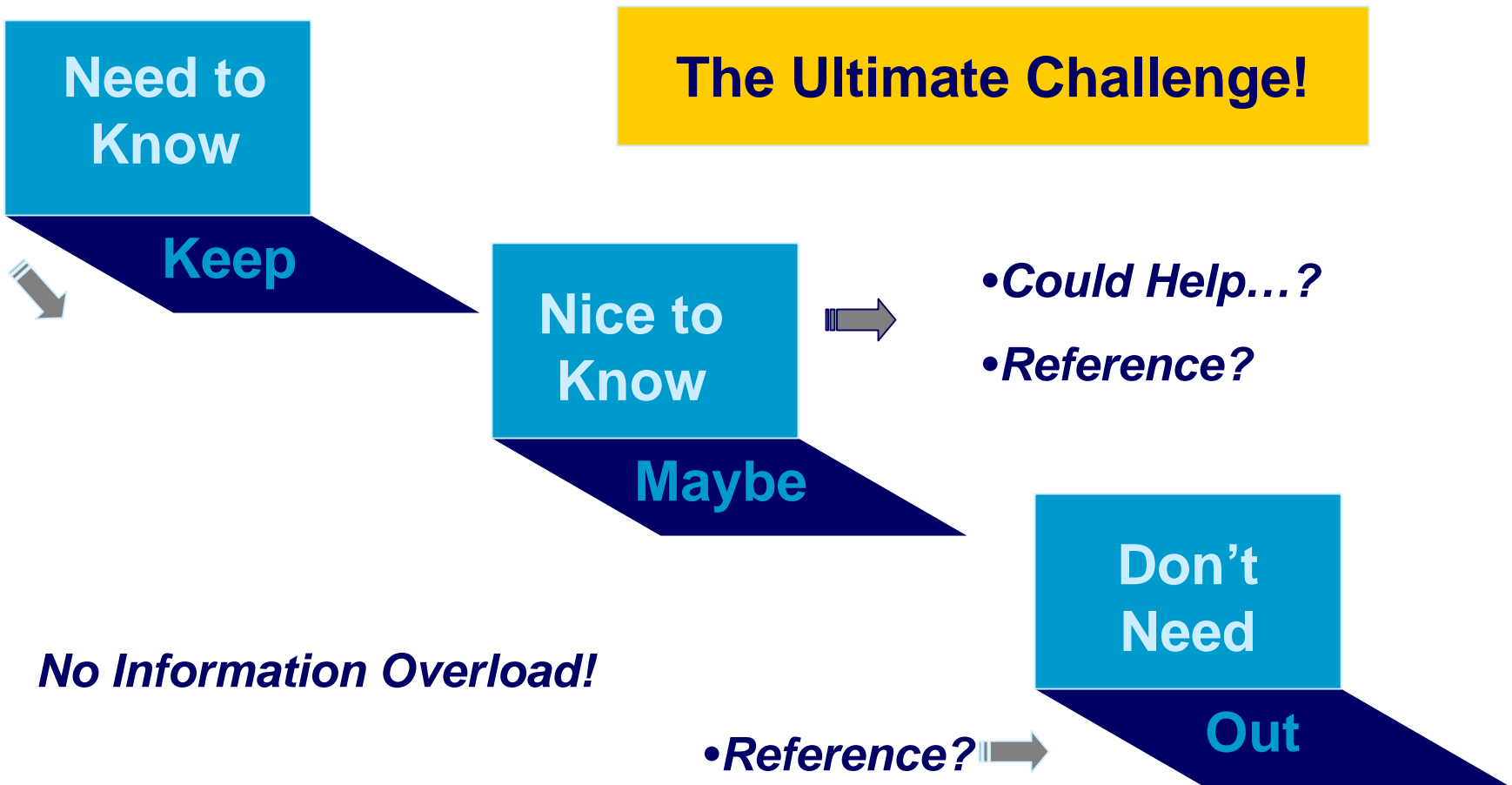
Get their attention

Create a rapport

Pay attention to delivery



# Keep It Simple!



# Presentation Outline

## Introduction

- ▄ Grabber
- ▄ Thesis Statement

## Body

- ▄ Main Point
- ▄ Main Point
- ▄ Main Point

## Conclusion

- ▄ Review Main Points and Thesis
- ▄ Call to Action
- ▄ Concluding Grabber



# Openings

1

**Tell Them What  
You're Going to Tell  
Them**

- Gain the audiences' attention
- Establish the subject
- Convey the purpose of the presentation
- Preview main points
- Provide a smooth transition into the body

2

**Tell Them**

# Closings

- /// Provide a sense of closure
- /// Allow for a graceful exit
- /// Summarize main points

3

**Tell Them  
What You  
Told Them**

# Adding Visuals



# Adding Visuals

Visual – a graphic representation

- Picture
- Photograph
- Illustration
- Cartoon
- Chart
- Backdrop



# Adding the Right Visuals



Look at your content

Decide whether the content can be enhanced with a visual

Link the content with the visual (not “just ‘cause it looks cool”)

**Simplify the Message With Your Visual!**

# Sample Slide

Keep to one  
1 main  
message/slide

- 1
- 2
- 3
- 4
- 5
- 6

Strive for  
only 3-6  
bullets/slide

Use Upper  
and Lower  
Case Fonts

Use no **more**  
**than 4**  
colors

Power  
PowerPoint

Use visuals



Use spell  
chek  
(oops!)

Be  
consistent

Use no more  
than 2 fonts

# Top Ten Mistakes Made By Presenters

**1. No Objectives**

**6. Lack of Enthusiasm**

**2. Poor Visual Aids**

**7. Poor Eye Contact**

**3. Ineffective Close**

**8. No Audience Involvement**

**4. Mediocre 1<sup>st</sup> Impression**

**9. Lack of Facial Expressions**

**5. No Preparation**

**10. Sticky Floor Syndrome**

# Great Presentations

## Creating a Great Presentation

- ⌘ Consider the audience
- ⌘ Organize the text
- ⌘ Choose colors and fonts
- ⌘ Add visuals



## Delivering a Great Presentation

- ⌘ Rehearse
- ⌘ Check the hardware
- ⌘ Check the presentation room
- ⌘ Check body language