

Guidelines for Sit-Down Presentations

Prepared by Mark A Kissel

Klub members are encouraged to share their knowledge, insights and questions with fellow members through short, verbal presentations at the 2021 KisselKar Klub Meet. These presentations are expected to be relatively short and be generally pertinent to Klub members.

These presentations will be delivered inside the Wisconsin Automotive Museum and are only accessible to those registered for the Klub meet, or with paid museum admission.

By July 21, 2021, members who wish to make presentation should provide Mark Kissel (mark.a.kissel@gmail.com) with the following information. Based on the response, we will determine if all requests for presentation time can be honored or if other accommodations are needed.

- 1) A short, written summary (abstract) of what they intend to discuss
- 2) The method by which they will make the presentation
- 3) The time to allot for the presentation (20 minutes or less)
- 4) Note any special needs (for example, table space)

The method of presentation can be...

- 1) Verbal only,
- 2) Verbal with handouts, or
- 3) Verbal with projection of PowerPoint slides.

Presenters are requested to bring ten (10) copies of handouts of their presentation at the time of their talk, if appropriate. Presenters are also encouraged to display other materials like pictures/parts/artifacts that will help illuminate and enliven their presentation.

Mark will bring a laptop running PowerPoint. The Wisconsin Automotive Museum will make seating, a video projector and a screen available for the presentations.

If emailed to Mark before August 15, 2021, Mark will make the handout copies and preload the presentations on his laptop.

Presenters using their own laptop for presentation are expected to leave a copy of their presentation with Mark and supply copies of handouts for distribution at their presentation. It would be prudent to test the compatibility of your laptop with the projector before show time.

A final collection of presentations will be made available on the Klub website sometime after our meet is over.