NDIA

2018 ARMAMENT SYSTEMS FORUM
ARMAMENT SYSTEM RESPONSE TO THE EVOLVING THREAT SPECTRUM

Speaker Instructions

Don't miss the Technology and Firing Demonstration at Camp Atterbury

May 7 – 10, 2018 | Sheraton Indianapolis Hotel at Keystone Crossing, Indianapolis, IN

Register today at NDIA.org/Armament-Forum

2018 Armament Systems Forum
May 7 - 10, 2018
Indianapolis, IN

Presentation, Poster and Speaker Briefing Guidelines

Presentation/Speaker Instructions

Congratulations on being selected as an Author/Presenter for the 2018 Armament Systems Forum. We appreciate the time and effort you took in preparing and submitting an abstract for this important event. This document provides the recommendations, guidelines and briefing submittal for the 2018 Armament Forum to assist you in preparing for the Forum.

The Armament Division Leadership, NDIA staff and planning committee request that each presentation and speaker relate their remarks, speech, or presentation to the Forum themes as appropriate. Some abstract topics speak to legacy armaments while others address evolving and emerging technology and systems. Speakers are requested to align their content towards the over theme of the Forum and the specific theme of the track in which they are speaking.

All abstracts that have been accepted will be formally presented at the Forum.

Overall Theme: 2018 Armament Systems Forum and Firing Demonstration
Armament System Response to the Evolving Threat Spectrum

Armament Committees Track Session Themes:

Small Arms Systems
Small Arms Technology Which Creates Asymmetric Operational Advantage for Soldiers, Sailors, Airmen, and Marines

Guns, Ammunition, Rockets & Missiles Systems (GARM)
Armament System Modularity and Scalability Enabling Operation Capability Across Expanding Threat Spectrum

Unconventional Emerging Technology Armament Systems(UEA)
Emerging Armaments: Kinetic to Electromagnetic and Other Defeat Mechanisms on Target
To verify your presentation slot(s) in the Forum program, please see the attached draft agenda.

Authors
If there are multiple authors, the primary author, who submitted the abstract, is the one whose name will appear in the official Forum program Track/Session layout. All additional authors that identified in the abstract submittal will be listed on the "Additional Authors" page within the onsite Forum brochure.

NOTE: Only the primary abstract submittal author is receiving this notification. If you have additional authors, it is your responsibility to notify them of these instructions.

Presentation Submittal Process and Due Date
Presentations should be emailed to Ashley Phayme at aphayme@ndia.org.

Presentations should be saved with the submittal author's last name and abstract number at the beginning of your presentation. Please include a slide with your contact information: name, phone number, company and email.

Presentations (Distribution A only) and updated biographical sketches (all presenters) are due to NDIA not later than **25 April** to allow NDIA or confirm readiness and address any content or presentation format issues etc. Distribution D presentations are to be brought by presenters and will be loaded onto a computer in the presentation room and deleted before the computer leaves the room. Presenters are encouraged to arrive early for Distribution D sessions to test their presentations on the computer being used.

Speaker Forms
All speakers will be asked to authorize NDIA to post their material in conference proceedings. Distribution Statement D material will not be posted.

Biographical Information
All designated presenters should prepare and submit a short biographical sketch, suitable for use as an introduction at the Forum, including: name, organization, position title, and key points of presenter's career highlights and job functions. If your bio sketch was submitted to the NDIA abstract submission website along with your original abstract, no action is required. If your bio was not submitted through the NDIA abstract submission website, or if your bio has changed, please submit to Ashley Phayme at aphayme@ndia.org. All changes are due to NDIA no later than **25 April**.

Presentations
Presentations must be submitted in PowerPoint format. NDIA computers can run any version of PowerPoint up to Microsoft Office 2010. Electronic presentation (LCD Projection) will be utilized at the Forum.

1. Presentation Distribution Level Marking: Presentations may be either approved for Distribution A or Distribution D. Presentations must be clearly marked with the appropriate Distribution Statement.

2. Approval by Company and/or Government: Confirm that approval for presentation has been received or is being processed for approval by the authors company and by appropriate government agency (if required). Notify NDIA of any concern that the presentation will not be approved. *If the presentation will not be approved, please notify NDIA not later than **16 April 2018** to allow the committee to seek to replace the presentation etc.*

3. Link to Theme: Each author or speak is requested to seek to link the content of the briefing to the themes as stated above. If the topic is not directly linked express how the topic ensures readiness of the related armament capability.

4. <u>Presentation Objective:</u> Establish a clear and concise statement regarding the presentation objective(s).
5. <u>Presentation Conclusion (Bottom Line):</u> Conclude the briefing with as clear and concise express of the status and benefit realized by the content of the briefing.
6. <u>Benefit to Warfighter or to Armament Capability:</u> This may be same as 3 above—try to show that by the work completed or planned armament capability will be enhanced, new capability added, risks reduced etc.

7. <u>Format and Font Size:</u> In your presentation, the recommended font size to use should be no smaller than Arial Font size 16. This will make your presentation and your slides easier for the attendees to view. Authors are encouraged to focus on clarity by selection of wording, use of photos, sketches, graphs etc. Make the presentation effective in communicating the message and content to the attendees regardless of where they are located in the briefing room.

8. <u>Embedded Video:</u> If presentation includes embedded video please confirm that the video is functional. Include the video with the presentation emailed to NDIA. Also bring entire presentation with video (on CD or memory stick) to the Forum to be used if problems arise. Presenters should minimize the use of embedded animation and sound, including video clips, to decrease the chances for incompatibilities. If these features are incorporated presenters should their functionality at the event on the systems being used for the presentation.

9. <u>Length:</u> Abstract presentations are allotted 20 minutes total. The presentation times are clearly marked in the forum agenda, so please check the agenda for your allotted time for clarification on presentation length. If you would like to field questions, you must allow for this in your actual presentation length. Typically, speakers plan for 5 minutes of presentation time for Q&A. Session Chairs will call time if you exceed your allocated time to assure that the entire Forum remains on schedule and attendees are able to move between parallel sessions.

10. <u>Back-up Presentation Material:</u> It is recommended that presenters bring a back-up of their presentation using CD ROM or a USB memory device with them to the Forum.

Panel Members
If you are a Panel Member, and will be giving an electronic presentation, please submit your materials using the guidelines for paper and biographical sketch submission above. Time allotments for presentations may differ for panels. Your panel chair will inform you of the length of time allotted for presentation.

Proceedings Publication
Distribution A presentations will be posted on the DTIC website at a dedicated NDIA location. If you do not want your presentation to be included on the website, you must inform NDIA upon submission of your presentation. Distribution Statement D material will not be posted.

Press
This is an open Forum and the audience may include foreign nationals and members of the press. Please take this into account when preparing the content for Distribution A sessions.

Poster Guidelines

Poster Presentation Format
The poster will be displayed on a foam board using push pins or Velcro strips, which must be supplied by the presenter. The poster should not exceed 20" wide by 30" tall. Poster presenters must be at their poster at a minimum during the reception and scheduled breaks (please see agenda for times). The poster must be attached to the bulletin board in Suites 8, 9 and 10 no later than 4:00pm on Monday, May 7 and will be removed by 12:00pm on Thursday, May 10, 2018. Presenters are responsible for both posting and removing their own posters. Posters left up after scheduled presentation periods will be taken down and thrown away.

The following guidelines to create your poster will apply:
- The only materials that should be used are laminations, pictures, paper, or poster paper.
- If a push pin or Velcro strip cannot attach an item to the board, then it is not permitted to be used. Nothing should stand alone, on the floor, or hang off the board.
- No extra props are allowed (tables, equipment, etc.).
- There is no floor space permitted for a poster session.
- We recommend text sizes no smaller than font size 60 (graphs or images with text less than 60 accepted). Images should contain suitable dpi no smaller than hi-res jpegs.

Registration

All authors/presenters must register and pay for the Forum. Registration is available on the Forum website. To view current information about the Forum or to register, please go to http://www.ndia.org/events/2018/5/7/2018-armament-systems-forum.

Government speakers should please contact Ashley Phayme at aphayme@ndia.org to register.

Points of Contact

Armament Division Chair	Dave Broden	dbroden@brsbis.com
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