

**From:** [Emily Bremer](#)  
**To:** ["JPEmard@atis.org"](mailto:JPEmard@atis.org)  
**Cc:** ["kconn@atis.org"](mailto:kconn@atis.org)  
**Subject:** FW: SES 61st Annual Conference - Speaker Presentations due by 7/31/12  
**Date:** Tuesday, July 31, 2012 3:33:00 PM  
**Attachments:** [Bremer\\_SES Presentation.ppt](#)

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Jean-Paul,

Attached, please find my presentation for the SES Conference.

I'll try to think of some canned questions for my moderator ahead of the conference. In terms of my bio, I think the important points are that I'm attorney advisor to the Administrative Conference and acted as the Conference's in-house researcher on the incorporation by reference project. No need to say more.

Looking forward to New Orleans!

Best,  
Emily

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**From:** Kerriane Conn [mailto:kconn@atis.org]  
**Sent:** Thursday, July 26, 2012 4:59 PM  
**To:** bbryans@electrofed.com; shead@scc.ca; rae.dulmage@ul.com; charesse.evans@thomsonreuters.com; mwasden@kslaw.com; Emily Bremer; CRamspeck@ashrae.org; emikoski@eciaonline.org; fschrotter@ansi.org; angela.griffiths@ul.com; pravirmalik@aurosoorya.com; valerie.madarasz@csagroup.org; alton.t.sanders@boeing.com; goodmanr@api.org; Lowell, Stephen CIV OSD-DSPO; syerkes@iccsafe.org; cdubay@nfpa.org; tim.mcneive@tnb.com; spagano@astm.org; mterzigni@smacna.org; Greg.Wood@ihs.com  
**Cc:** Jean-Paul Emard; Sonya.M.Bird@ul.com; mikemorrell@live.com  
**Subject:** SES 61st Annual Conference - Speaker Presentations due by 7/31/12

---sent on behalf of Jean-Paul Emard ---

Dear SES Conference Speakers:

As you are aware, the 61<sup>st</sup> Annual SES Conference is less than a month away! To-date we have over 100 attendees registered for the conference. This excellent turnout is in no small part due to anticipation for each of your presentations. To that end, the Conference Planning Committee (CPC) is requesting that you submit your presentations to me (with a copy to [kconn@atis.org](mailto:kconn@atis.org)) by no later than Tuesday July 31<sup>st</sup>.

Please be reminded of the following helpful hints when drafting your presentation:

- Each speaker will have approximately 20 minutes to give his/her presentation.
- A Q&A period will follow all three of the presentations scheduled for your session. It is helpful to provide your moderator with a few canned questions to ask, in case

there is a lull in audience participation.

- Graphics always will enhance any presentation, often aid in the retention of information, and help you emphasize key points. However, the rule of thumb is “keep it simple.”
- We recommend a maximum of six bullet points or less per slide.
- We also recommended that you avoid using colors that are difficult to read when used as a background (red is particularly difficult.)

In order to maximize the amount of time allotted for each session, the CPC is asking each moderator to provide one to two sentences of introduction on each speaker. Please inform your moderator if there are any specific elements of your biography you wish to highlight.

Please do not hesitate to contact me if there are any questions you may have.

I look forward to seeing you in New Orleans!

Regards,

Jean-Paul Emard

SES Conference Chair