

Preparation of Proceedings Materials

Proceedings materials are basically an accompanying document to your case study presentation. A typical proceedings document is in either a Microsoft Power Point or Word format. This document can be the exact presentation you show on the screen or it could be a modified version but it should be as close to your final presentation as possible. We also ask that you include a brief biography of yourself on the proceedings that you submit to us.

Once we receive your presentation we will convert it to a PDF format. The materials will then be uploaded to the Productivity Inc. website (www.productivityinc.com). The location on the website where the materials can be accessed is private and the URL address will only be made known to conference attendees. The presentations will not be uploaded until the week of the conference and the URL address will be communicated on the registration materials.

We will upload your presentation only with your approval. Please sign the Proceedings Information Form included in this packet. If you prefer that only a hard copy be distributed please let us know.

Please review the following preparation guidelines to best create your document and to save it in the correct format for conversion to the PDF. If you have any questions, please call.

1. Your document should be in Microsoft PowerPoint or Word, formatted for a PC.

It should consist of two parts: 1) Biography of all the speakers and 2) Presentation Paper.

You can send this in two different documents or combined. If it is combined please have your biography after your title page.

2. Use standard Windows PowerPoint and Word fonts such as Arial or Times New Roman. Uncommon fonts don't always convert easily.
3. Please provide a hard copy of your document so we will know the correct final format and location of the page breaks.
4. Any movies (wav files, etc) in your presentation will not be included in the PDF. Please remove these before you send this to us. You are welcome to use them in your presentation but we cannot include it as part of the proceedings upload.
5. Send us your presentation on a CD-Rom along with a hard copy. Please send to:

Betsy Post, Productivity, Inc.
4 Armstrong Road, 3rd floor, Shelton, CT 06484

You may also email your presentation to bpost@productivityinc.com. If your presentation has a large number of slides (100+) or has heavy graphics, we recommend you send it on a CD.

**Thank You !! Please call Betsy Post (203) 225-0451, x19
if you should have any questions.**

Preparation of Oral Presentation

The most important thing to remember is that the audience wants to know **HOW YOU DID IT and HOW THEY CAN GET THERE TOO**. They don't need to be convinced of the theory - they have already accepted it.

To help in preparing your presentation, we recommend you think about and review the following:

1. Company Introduction (very brief, no more than five minutes).
2. Lean/TPM Program:
 - History of program
 - Organization of effort
 - Equipment/Process
 - Before and After Statistics including time, money saved
 - Equipment/tools purchased and total cost of project
3. Specific Improvement Activities:
 - Description of operation
 - Analysis of problems
 - Explanation of how you implemented solutions
4. Conclusions and current status.
5. Issues raised and implications for the future.
6. Employee involvement components such as team building, suggestion systems, incentives, reward systems, union issues where applicable and maintaining adherence to procedures.
7. Other related topics: cell design, supplier management, visual controls, mistake-proofing
8. Tips and recommendations to the audience.

General Tips:

1. **Please do not read your paper verbatim from the podium.** In your oral presentation, you should "talk about your paper," why a certain approach was used, how you reached your conclusion, etc. Attendees most appreciate the presentations that concentrate on "how to" - what worked for you and what didn't.
2. The conference is an educational forum for the exchange of ideas. Please use no more than five minutes at the beginning of your presentation to introduce your company. Do not advertise your company's product or service during the session. Your audience will not be receptive to a sales pitch; presenting your information in a highly professional manner will be your best sales pitch.
3. Allow time for questions from the audience. When a question is asked, restate the question before answering it. Voices from the audience cannot always be heard by everyone. Do not indulge in private questions and answers with the person in the front row. The entire audience wants to hear the information. Encourage the audience to ask short questions during the presentation. If you can do this without getting sidetracked and finish your presentation on time, you may wish to consider this. It is up to you.
4. Start and finish on time; make your presentation simple and to the point.
5. Use visual aids when applicable.
6. Don't memorize your presentation; discuss key points from your outline so that you'll sound fresh every time.

Preparation of Visual Aids for All Sessions

We strongly recommend that you use some type of audio-visual material in your presentation. The use of visual aids to illustrate your point makes your presentation much more effective! Due to the size of the room we ask that if you use visual aids in your presentation to please make them COMPUTER GENERATED (ie, generated from a computer using a Power Point software or some other presentation-related software). You will need to bring your own laptop but we will have a data projector and technician available to help you with the necessary connections.

A few suggestions on your visual aids....

- Present only one major theme per visual.
- Good visuals are seldom made from complicated drawings or tables intended for publication in a magazine or newsletter. **Typewriter type or computer printouts are too small. Use large type, easy-to-read tables and bulleted information to communicate your message.**
- Practice with your visuals and know how they will be utilized in your presentation.
- Use several simple slides rather than one intricate slide, especially if you must discuss a subject at length.