

The Orator

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Train-the-Trainer Session Offered

Once again this year, ASIS will be offering a complimentary Train-the-Trainer session prior to the ASIS Seminar and Exhibits. The session will take place Saturday, September 10 and Sunday, September 11. The hours will be 9 am—4 pm and 9 am—3 pm respectively. Trainers with all levels of experience are encouraged to attend. Pre-registration is encouraged. Contact Valerie Marino via phone 703-518-1510, fax 703-518-1517, or email at vmarino@asisonline.org.

Guidelines

The Commission on Guidelines was established in early 2001 by ASIS in response to a concerted need for guidelines regarding security issues in the United States. Speakers are asked to ensure their presentations agree in concept with ASIS Guidelines. The full text of each guideline can be found online at www.asisonline.org/guidelines/guidelines.htm. Information is also included in the participant binders.

ASIS Published Guidelines

- Business Continuity Guideline
- Chief Security Officer Guideline
- General Security Risk Assessment Guideline
- Private Security Officer Selection and Training Guideline
- Threat Advisory System Response Guideline

ASIS Guidelines in Progress

- Employment Screening Guideline
- Protecting Information Guideline
- Physical Security Measures Guideline
- Workplace Violence Prevention and Response Guideline

For specific questions about guidelines, contact Kathy Woods via phone 703-518-1416, fax 703-518-1517, or email kwoods@asisonline.org.

2006 Classroom Program Schedule

FEB

Feb. 3-4
CPP Review
Chicago, IL

Feb. 6-9
Intro Physical
Chicago, IL

Feb. 27—March 1
Intro Crisis Management
Newport Beach, CA

MARCH

March 2
Adv Crisis Management
Newport Beach, CA

March 13-16
APC I
Toronto, Ontario, Canada

March 14-16
Emerging Trends
Las Vegas, NV

March 20-22
Terrorism
Arlington, VA

APRIL

April 7-8
CPP Review, PSP Review
PCI Review
Annapolis, MD

April 23-26
European Conference
Nice, France

MAY

May 8-10
Managing Physical
Atlanta, GA

May 15-18
APC II
St. Petersburg, FL

JUNE

June 19-22
APC III
New Orleans, LA

JULY

July 10-11
Violence Assessment
Scottsdale, AZ

July 12-13
Executive Protection
Scottsdale, AZ

July TBD
Spanish CPP Review
Miami, FL

July 25-28
Advanced Physical
San Antonio, TX

SEPTEMBER

Sept. 22-23
CPP Review, PSP Review
PCI Review
San Diego, CA

Sept. 23-24
Pre-Seminar Programs
San Diego, CA

Sept. 25-28
Seminar & Exhibits
San Diego, CA

OCTOBER

Oct. 23-24
Business Practices
Charleston, SC

Oct. 25
Interview and
Interrogation
Charleston, SC

Oct. 26-27
Liability
Charleston, SC

NOVEMBER

Nov. 13-16
APC I
Scottsdale, AZ

Nov. 14-16
Global Gaming Expo
Las Vegas, NV

Nov. 6-8
CCTV
Austin, TX

Dec. 4-5
Executive Protection
St. Petersburg, FL

DECEMBER

Dec. 4-6
Transportation
Security
Chicago, IL

Dec. 6-8
Security Force
Management
St. Petersburg, FL



Power Point Tips

Ever wonder how to improve your Power Point presentation?

Below are some tips that can help you do just that.

Used with permission from NCTA.

- Keep it simple, clean and concise. Use bullets to highlight your important points.
- Use consistent wording. Points made with parallel phrases have a more natural flow.
- Avoid too much text. The optimum screenload is 3 to 5 lines (and never more than 7 lines) and 30-35 words. Only one item per line works best, so use keywords, not complete sentences.
- Limit each slide to one idea to avoid audience confusion.
- Use only two levels of bullets. Avoid developing your subpoints into sub-subpoints and sub-sub-subpoints that one can follow.
- Present visuals horizontally, as vertically-oriented materials are more difficult to view.
- Use a plain letter style without embellishment, except where emphasis or emotional impact is desired, then exaggerate the size, or use bold face or color. Use italics sparingly, if at all.
- Any text consisting of more than five (5) or six (6) words are more readable if both upper case and lower case letters are used rather than upper case letters only.
- Keep the background simple. The background should provide a well-defined visual space for the slide's content.
- Color is an important aspect to most slide presentations; however, color use in flat areas is preferable than graduated tones or shading. Colors should be sharp, and in strong contrast without being jarring, i.e., dark letters on a light background. Insufficient contrast between the background and the text can make your visual impossible to read.
- Avoid small text. The rule of thumb is that 24 points is the smallest you should go. Try reading the screen from the back of the room. If you cannot read it, adjust the size of the text. Recommended font size: Presentation Title – 28, Slide Text – 24. San serif fonts are preferred.
- Keep graphs simple. Drawings, graphs, charts, and figures should be bold, simple and contain only essential information. The most effective graphs are pie charts with three or four slices and column charts with three or four columns.



Grab the audience's attention with an eye-catching presentation.

Keep the background simple. The background should provide a well-defined visual space for the slide's content.

For more presentation tips and tools visit the ASIS Faculty Resource webpage at <http://www.asisonline.org/education/faculty.xml>

An ASIS powerpoint template is also available on this site.

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Advancing Security Worldwide

Meet the HQ Staff: Kara Graham

Kara is one of three Educational Programs Managers for ASIS International. She handles an average of 10 classroom programs a year, including management of logistics, speaker coordination, and program chair liaison duties. Kara also manages the educational program for the Annual Seminar and Exhibits, from the abstract management process for speaker selection, to session planning and speaker coordination. Kara serves as the speaker contact for our largest annual conference. Kara has worked at ASIS for 3 1/2 years, and comes to ASIS after working at two associations, The Conference of State Bank Supervisors and United Telecom Council. Kara has a BA in English from Ohio University.

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