Directions for your entry in the
2018 Convention Chapter Showcase

If your chapter has the capability to create Microsoft PowerPoint slides, there are directions below on how to format your submission. Otherwise, the following is required as the basic information from which your chapter's entry in the Showcase can be prepared.

There are 2 important dates to keep in mind:

- **May 15th** -- to let us know your chapter intends to take part so we can save a place for you and assign you your slot in the presentation raw, unprepared submissions must be made by this date to allow time for preparations of the set and script finalization.
- **June 1st** -- the latest date that we can accept your presentation files because compiling them will take time.

This year you should contact Richard Neidich, rgneidich@aol.com with questions and to make submissions for the showcase. The above dates for submission are critical and must be followed. Below are the two possible approaches to making a submission.

Basic Required Materials for a Showcase Entry:

1. Select less than 10 images (either photos or graphic images) that represent your chapter's activities during the past year (about 12 months, but you need not be literally compliant with respect to event dates).
2. Draft a narrative text for each image with information about when, where, and who for each image. Narrations of more than one sentence are acceptable, however, the text may be edited to reduce length. The goal is to show each image 10 seconds, so long stories must be split across multiple images in telling a story of a chapter's activities.
3. One text segment should include the Chapter's Name, general territory of activity, home installation location and instrument (if there is a chapter instrument or home base). Be sure to indicate who and how to contact someone if further information is needed.

If your chapter can prepare a draft slide set, follow these instructions.

PowerPoint Presentation Submission Instructions:

1. Using PowerPoint, create a Title Slide that includes:
   - Chapter name
   - Location
   - Contact information (contact person, e-mail, and telephone).

2. Page format for all slides
   i. In PowerPoint under Design/Slide Size, choose Widescreen (16:9)
   ii. Landscape
   iii. Ariel font is recommended for consistency for slides. The Title slide can use other fonts if you wish.

3. Choose less than 10 pictures to represent what you have done or have been working on in the past year. This could be a posed photo or a candid or perhaps a collage of playbills/poster from a concert series or event.

4. Using PowerPoint, make less than 10 slides using these pictures and include on each slide a brief caption to identify the scene, project, or persons.

5. Write a brief narration for each slide that will not take more than 10-15 seconds to say/read. The narration will be added to the presentation after it is compiled (you don't have to do it). Narrations lasting more and 10-15 seconds may be edited.

6. Add the assigned ID code/page number at the bottom right corner of each slide (except the Title Slide) to identify your chapter. We will let you know the code when you notify us that you intend to take part.

7. Animations can be used if you wish, but please do not use transitions, which will be added to the completed slideshow for consistency.

8. Save the presentation as a PowerPoint file (.ppt or .pptx). Please do not send the presentation as other file types (e.g., .pdf or .jpeg) because those slides cannot be edited if necessary. If you cannot produce the PowerPoint file, make a basic submission as discussed above.

9. Attach the PowerPoint file of slides (Title Slide plus the activities) to an email and send to rgneidich@aol.com. Don't forget to also send your narration script.

10. The slides will be compiled into a slide show – "The 2018 Chapter Showcase" -- that will be available for viewing at the 2018 Convention and on the ATOS website, making the membership and others aware of the range of activities done by Chapters.