

SOFTWARE PRESENTATION PROTOCOL

1. Photographic software is a very complex subject. For this reason, Software Presentations will be treated like a training class. The presentation will take place prior to the general meeting from 12:00 to 1:00. The topic will be announced at the regular meeting with the presentation at the next meeting.
2. Invitations should be sent to all members 2 weeks before the presentation, with a RSVP request. This will give the presenter an idea of how many handouts, if any, are required for the presentation.
3. Reminders should be sent a week before the presentation to those that RSVP'd.
4. The presentation needs to be displayed on the screen using the projector. The presenter must bring their own computer.
5. The presentation needs to be clear and concise. Screen shots are invaluable tools.
6. Limit the number of personal images used in the presentation to no more than 5 or 6. 7. This is a demonstration of a specific software package, this not the forum for a slide show presentation of personal images.
8. The presenter should have a strong knowledge of the product, not only how it can be used, but the cost, if trial versions available, upgrade costs etc. The presentation needs to be well practiced.
9. The moderator reserves the right to interrupt, or stop, the presentation should it begin to drift off the subject.