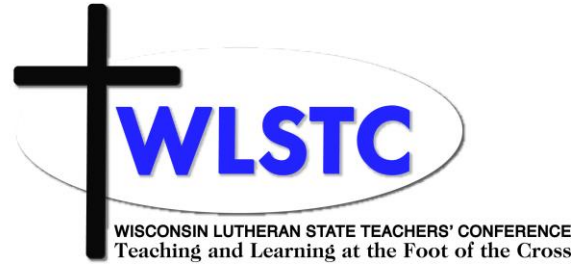


# *Paper / Presentation / Resource Guidelines*



The following guidelines are intended for use in preparing papers, presentations and resources for posting on the WLSTC website [www.wlstc.org](http://www.wlstc.org).

We thank you for all of the work that went into preparing your presentation. We hope that making your materials available in electronic form will allow more teachers to make full use of the information and expertise of your presentation. Our procedures will also attempt to maximize your intellectual property rights by placing your information on-line in read-only formats that carry reminders that the materials carry your copyright.

## ***Prior to Conference***

1. Place appropriate copyright information on each document you produce.

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2. Make sure you follow proper copyright guidelines in producing materials. Most important to this is properly citing sources and not claiming as your own information published or posted by others.

A good site to give you tips on avoiding copyright infringement is <http://www.us-cert.gov/cas/tips/ST05-004.html>.

3. Produce your materials in one of the following formats:

- PDF
- PowerPoint presentation (these will be converted into read-only format)
- Google Document links

We WILL NOT proofread or edit your papers prior to posting on the web.

4. If you wish your materials to be available on the WLSTC website at the time of the conference, please make every effort to get your documents to our webmaster 2 weeks prior to the conference so that you may work with him to ensure that your documents are functioning properly prior to conference. Materials submitted less than 2 weeks prior to conference may not appear on the website or work properly to ensure a problem free presentation.

## ***Following the Conference***

1. Within four weeks, submit all of the materials offered during your presentation.
2. Ask our webmaster to remove any materials you do not wish to allow the conference to post that have previously been posted on the site.

## ***Contact Us***

Tim Mueller

Conference Webmaster

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608-567-9909