



**San Francisco Chapter
Construction Specifications Institute**

PROGRAM SPEAKER GUIDELINES

The San Francisco Construction Specifications Institute (CSI) Chapter holds dinner program educational events. Our programs are designed to ensure the focus is on what our membership needs to know to successfully plan and implement their professional practice – as architect, engineer or designer, general contractor, specification writer, manufacturer representative, or allied professions who are our members. Our focus is the commercial built-environment.

Our evening programs are not based on specific product releases, or manufacturers, or specific industry or product reports and information. Our programs are designed to foster interaction between all stakeholders in the design and construction industry, with the ultimate goal of enhancing the built environment. In fact, most of our speakers are active stakeholders in some part of the commercial construction industry.

SF CSI is neutral with regard to manufacturers, vendors, enterprises and consultants, and we strictly enforce our Chapter policy of non-proprietary presentations.

Our speakers are individual experts or professionals from institutions, government, industry, organizations, and professional businesses presenting case studies; analysts providing technical or market insight; or experienced consultants and practitioners providing “how to” guidance.

If you are making a presentation at a San Francisco CSI Chapter Program Dinner event, we ask that you respect our policies and develop your presentation with our guidelines in mind. That will be highly valued by all our Chapter members.

If you have any questions, please feel free to call
Julie Barrett, SF CSI Chapter Program Chair
(650) 464-2550 or e-mail: jbare_1999@yahoo.com



Thank you for Accepting Our Invitation To be a Program Speaker

Please accept our invitation to be our dinner guest the evening of your presentation **Wed, January 13, 2010, Sheraton Hotel, Fisherman's Wharf, 2800 Mason Street. We usually meet in the bar for social hour before dinner and the program.**

5:30 -6:45 pm Social time
6:45 -8:00 pm Announcements & Dinner
8:00 -8:45 pm Evening Program Presentation
8:45 -9:00 pm Program Q&A and Evening Program Closing

Parking is available in the hotel garage. Be sure to mention CSI to get the \$10 parking rate

Your SF CSI Program contact is: Julie Barrett, Program Committee Chair. Julie's phone number is: 650-464-2550; e-mail: jbare_1999@yahoo.com

Information & Logistics:

The Chapter Program Committee will handle the audio-visual logistics for you, including setting up the LCD projector and screen, and providing wireless microphones as needed. Please bring your laptop with your PowerPoint CD, and let us know if you have additional audio-visual needs. As you prepare for us, the Chapter Program Committee suggests:

1. Visit our Chapter website, www.csisf.org.
2. Review our newsletter (available on-line at the website) and become familiar with our organization.
3. If time permits, come to one of our evening programs to get a better feel for the group.
4. Be cognizant that our Chapter members are seasoned professionals in their fields, and quite technical and knowledgeable about the building and construction industry. Be prepared for questions!
5. If you intend to distribute handouts, we suggest bringing 60-75 copies, or refer people to relevant websites.
6. Please note:
 - a. We do not accept sales pitches or marketing presentations.
 - b. Speaker substitutions are generally not permitted. Our speakers are chosen for their knowledge and communication capabilities, not because of who they work for.
7. Because of the quality of our speakers, our Chapter promotes our speakers and their backgrounds on our website and Chapter newsletter.
8. We ask that you:
 - a. Provide a professional quality presentation on the agreed upon topic.
 - b. Stick to the time allocated for your presentation. Presentations are typically 45 minutes, followed by about 10 minutes of Q&A. Panel discussions typically allow 10-15 minutes for each participant.
9. Refrain from promoting the company you work for, or a product you may represent.

Thank you again for taking your valuable time to speak to our CSI San Francisco Chapter. Please let us know if we can be of further assistance.