

DODIAC WEBINAR PRESENTER GUIDEBOOK

Thank you for your interest in delivering a U.S. Department of Defense Information Analysis Centers (DoDIAC) webinar presentation. This guidebook provides information and step-by-step instructions needed to deliver a successful webinar presentation.

About DoDIAC Webinars

The Cybersecurity & Information Systems Information Analysis Center (CSIAC), Defense Systems Information Analysis Center (DSIAC), and Homeland Defense & Security Information Analysis Center (HDIAC) each host monthly webinar presentations by subject matter experts in the field to increase awareness and foster technical collaboration throughout the DoD research and engineering (R&E) community.

Quick Facts



AUDIENCE

Averaging +200 participants



LENGTH

30–45-min presentation plus 15 min for questions and answers



ACCESS

Public (Distribution A) or CUI
Distribution C presentations



PLATFORM

Webex for Government
(FedRAMP authorized)

Past Webinars for Reference

- “Research Challenges for Large Pretrained Models,” Public (Distribution A) presentation by a government agency:
<https://csiac.dtic.mil/webinars/research-challenges-for-large-pretrained-models/>
- “Novel Hyper-Breeder Nuclear Reactor Concept,” Public (Distribution A) presentation by a nongovernment (academia or industry) group:
<https://hdiac.dtic.mil/webinars/novel-hyper-breeder-nuclear-reactor-concept/>
- “Rotating Detonation Engine Propulsion Integration Efforts at the U.S. Air Force Research Laboratory,” CUI Distribution C presentation by a government agency:
<https://dsiac.dtic.mil/webinars/rotating-detonation-engine-propulsion-integration-efforts-at-the-u-s-air-force-research-laboratory/>

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WEBINAR PROCESS AND TIMELINE



Presenter submits **TITLE, ABSTRACT, AND PRESENTER BIO(S)** to the DoDIAC Technical Lead

- Abstracts should be no more than 150 words and include a bulletized list of topics that will be covered.
- Avoid language covering industry-focused tools, services, etc., that may be perceived as promotional.
- Each biography should be ~100 words, outlining the author's job, background, professional accomplishments, and other pertinent accolades or areas of interest.
- For government or government-sponsored webinars, Public Affairs Office (PAO) approval is required at time of submission.



DoDIAC publishes a **COMING SOON... WEBINAR WEB PAGE** once we receive DTIC's public release approval of the title, abstract, and bio(s)



Presenter submits **PRESENTATION SLIDES** to the DoDIAC Technical Lead
Please review and confirm all items in the Webinar Presentation Tips and Checklist on the next page



DoDIAC conducts a **TECHNICAL EDIT** and DTIC **REVIEWS PRESENTATION SLIDES**
DoDIAC Technical Lead will coordinate any changes with the presenter



DoDIAC and presenter **SCHEDULE WEBINAR DATE/TIME** and open registration *only after DTIC approves the presentation*



Presenter **CONDUCTS A SHORT PRACTICE SESSION** (about 10 min) *one week before the scheduled presentation* for a logistics and technology check



Presenter **DELIVERS WEBINAR PRESENTATION**



DoDIAC **UPLOADS WEBINAR PRESENTATION RECORDING** to YouTube or MilTube

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csiac.dtic.mil | contact@csiac.org dsiac.dtic.mil | contact@dsiac.org hdiac.dtic.mil | contact@hdiac.org

WEBINAR PRESENTATION TIPS AND CHECKLIST

- ☑ **LENGTH.** Presentations should be ~30–45 min, with an additional 15 min for questions and answers.
- ☑ **IMAGE PERMISSIONS.** All images, charts, tables, and graphs that are NOT YOUR OWN WORK will require image permissions or must be images from an open source (e.g., any military, government, Shutterstock, etc.). Visuals must have a brief notation to mark the source.
- ☑ **APPROVED FOR PUBLIC RELEASE.** For government or government-sponsored webinars, PAO approval is required at time of submission.
- ☑ **SCIENCE AND TECHNOLOGY (S&T) FOCUSED.** Presentations should be current, focus on S&T, and feature a DoD R&E topic related to our technical focus areas.
- ☑ **NOT PROMOTIONAL.** Presentations should avoid any language that could be perceived as promotion of commercial/proprietary products or services. The focus should be on the underlying technology or research itself (e.g., a focus on telecommunications and not the iPhone).
 - If including a commercial product within a respective industry as a talking point, presenters must also include other industry examples (preferably two or more) to avoid any interpretation that suggests endorsement.
 - Any content from third parties not funded by the government must have a prominent disclaimer that any opinions are solely the author(s)' and not DTIC's or the DoD's.
- ☑ **PROFESSIONALLY AESTHETIC.** Presentations should have a consistent look and feel. This includes header alignment, same font type throughout, and same font size used for similar elements.
- ☑ **PROPER MARKINGS.** Presentations must be marked in accordance with DoD Instruction 5230.24. If the presentation is not publicly releasable (Distribution A), there must be a justification provided.

If the webinar presentation is CUI Distribution C:

- ☑ CUI banner must be centered on the header and footer of each slide.
- ☑ CUI designation indicator block must be on the title slide and include controlled by, CUI category, distribution statement, and point of contact.
- ☑ Distribution statement with reason, date of determination, and controlling authority must be listed on the title slide.

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