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Dear fellow professional,

Thank you for your interest in presenting to the ISACA® Of Madison Chapter. We’re pleased that you wish to help ISACA in our mission of educating, certifying and growing the knowledge and professionalism of our membership.

As of 2013, ISACA International has over 95,000 members that live and work in over 180 countries around the world. Locally, the Madison chapter of ISACA has 136 members from a wide variety of companies and industries across the state of Wisconsin.

To help you better acquaint yourself with our Chapter meetings, here are some facts and information:

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| **Location**  UW Madison Room 3139 Computer Sciences 1210 W. Dayton St Madison, WI 53508 |  |

**Monthly Meeting Format**

5:30 PM – 5:45 PM Registration  
5:45 PM – 6:15 PM Board Presentation

6:15 PM – 7:15 PM Guest Presentation  
7:15 PM – 8:00 PM Networking

**Virtual Event Attendees**

Our chapter is geographically dispersed, so we offer virtual events to help our members more proximate to Madison and Appleton. These sessions are hosted, so the attendees are eligible for CPE credits. The virtual presentations include audio via conference call and video presentation of the slide deck via Microsoft Live Meeting. In order to avoid technical difficulties and issues with the Live Meeting software installation, we require use of the facilities presentation PC.

For the benefit of our remote attendees, please consider the following presentation tips:

* Repeat or summarize questions from the audience into the microphone.
* Briefly describe any visual aids that are external to the slide deck.
* Any questions asked of the audience (such as raise of hands) should allow for remote sites to report in.

**Presentation Content**

We ask that the presentation be primarily educational in nature. Please limit slides that describe specific products or services that your organization offers and focus on the topic, technology, problem, or practice area.

**Presentation Template:**

In order to provide for clean and consistently formatted presentations, we require our standardized Microsoft PowerPoint presentation template to be used by our speakers. In order to facilitate setup at our remote site, we require receipt of the finalized presentation **at least two days prior** to the presentation. In addition, please let us know if you have any issues with the presentation being posted on our website following the event.

**Audio / Visual Provided**

* Microphone and House Speakers
* Presentation PC
* Video Projector

**Contact Information**

John Krogulski – President (Primary Contact) [jpkrogulski@gmail.com](mailto:jpkrogulski@gmail.com) Mobile: (608) 556-4883

Jeffrey Thomas – Vice President (Secondary Contac [jeffrey.j.thomas@gmail.com](mailto:jeffrey.j.thomas@gmail.com) Mobile:

If you wish to present to our group, please provide the following information:

**Contact Information**

|  |  |
| --- | --- |
| Name: |  |
| Title: |  |
| Company / Organization: |  |
| E-mail Address: |  |
| Mobile phone: |  |
| Member of ISACA International? | Yes  No  (not a requirement) |
| Member of Kettle Moraine Chapter? | Yes  No  (not a requirement) |

**Presentation Topic**

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| Please provide a summary description of the event topic(s) and presentation content. This information will be listed on any invitations sent to members and on our web site. |  |

**Speaker Bio**

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| --- | --- |
| Please provide a brief biography of your background, skills, and experience. This information will be listed on any invitations sent to members and on our web site. |  |

**Fees / Expenses**

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| Please list any specific fees and / or expenses that would be required. |  |

**Questions**

1. How familiar are you with ISACA? Have you ever attended a chapter meeting in the past?
2. What is your background and experience with the proposed topic and in presenting to groups like ISACA?
3. What are the products or services that your organization offers related to this topic? Please note that our sessions are intended to be educational in nature and related to the topic and should not be marketing focused.
4. Have you presented this topic to other groups in the past? If so, please provide brief details.
5. Is the presentation being specifically developed for this event? If not, has it been customized for this audience?
6. Why do you think the presentation will adequately address the interests of our members?
7. What is the level of technical knowledge required by the audience to understand your message?

**Your responsibilities as the presenter**

* You will have reviewed and provided the event information previously mentioned.
* You will present on a topic that is primarily educational in nature. Although it is acceptable for presenters to be vendors or consultants that offer products or services related to the given topic, our requirements and responsibilities for offering Continuing Professional Education (CPE) credits to our members prevent us from hosting sales focused presentations.
* You will have provided a finalized copy of the presentation **at least two days prior to the event**. This is required to ensure we have adequate time to review for suitability and have the presentation prepared for the live attendees, as well as for remote attendees.
* You should prepare to be at the venue by or before 5:30 PM on the day of the event, as we begin promptly, and it will give you time to meet members and become acquainted with the room and AV controls.