

ISSA Inland Empire

Information Systems Security Association

Inland Empire ISSA- Speakers Guide

Inland Empire ISSA members are a diverse group of information security professionals comprised of information security staff in higher education, small business owners, private corporation employees and students seeking information security knowledge and internships. Our chapter is currently 60 members strong.

MEETING DETAILS:

Our chapter holds monthly meetings on the last Tuesday of each month in the Upland, California area with about 20 members in attendance at each function. Our meetings are scheduled as two lunches, held from 11:30am- 1:30pm, and one evening meeting, held from 6:30pm- 8:30pm, per quarter.

Of the two hours scheduled per meeting, the first hour is allotted for chapter business, and the second hour is for the speaker presentation with additional time for a brief question and answer session. The speaker is encouraged to stay the entire duration of the meeting, which allows for networking with our members.

Our chapter welcomes the participation of speakers from various industries and backgrounds who deliver timely and engaging discussions on all aspects of information security.

MARKETING:

To promote attendance, we send periodic invitations to all members of the IE-ISSA via email and fliers. The advertisements include the speakers name, title, bio, presentation topic, and abstract. It may also be used as a promotional piece to entice new members to attend and is sent to local Information Security professionals. Not only does this benefit the chapter, but promotes the speaker to a wider audience. Additionally, the details may be sent to Processor Magazine, a weekly publication.

Once a presentation is completed, the slides will be posted to our chapter website for members to view. You can take a look at past presentation formats at <http://ie.issa.org/meeting.html>

GUIDELINES:

All presentations should contain information that is pertinent, current and of interest to information security professionals and practitioners (this could include technical, legal, or business issues). It should not, however, contain a sales pitch, though you are more than welcome to bring business cards or other paraphernalia to pass out during the networking time.

Power points are not required, however, they are recommended.

PROCESS:

1. Provide a *presentation title, abstract, speaker bio and speaker title* to the President at Javier.torner@ie.issa.org. He will contact you to acknowledge receipt of the materials.
2. The Board (President, VP, Program Director, Membership Director and Secretary) will review the submission. If approved, the Program Director or President will contact you to schedule a meeting to present at.
3. Please provide a soft copy (PDF of PowerPoint) of the presentation to the President. Permission to post materials on the chapter website is assumed unless specifically denied in writing.
4. These materials will remain available on our website for a period of up to one year, after the presentation date. This is excellent advertisement for you and your Company.
5. Our chapter takes our speaker commitments very seriously and changes are not taken lightly. If changes to the speaker or presentation need to be made, please contact the President as soon as possible.

AUDIO/ VISUAL REQUIREMENTS:

- Screen and projector are provided, but the speaker will need to bring his or her own laptop.

- Our projector is PC compatible. If you have a Mac, please bring a converter.
- Our location is small enough that microphones/ speakers are not necessary.
However, if there is an audio portion to the presentation, arrangements can be made to provide them. Please contact Crystal.lucero@ie.issa.org if you have any questions.
- Other requests for Audio/ Visual equipment should go to the President.

CHAPTER FEES:

In order to help the chapter offset the cost of the event, we ask sponsors to provide, when possible, a contribution to our chapter of \$150.00. However, any donation amount will be appreciated.

This fee will go to providing chapter programming, and you will receive chapter recognition for your contribution. A receipt can be provided upon request.

QUESTIONS:

For more information, please contact either:

Javier.torner@ie.issa.org (President)

Crystal.lucero@ie.issa.org (Meeting Organizer)