

## Guidelines for Site-Presentation Handouts

The handout you bring to your site-report dry run will be collated into a booklet with the other handouts. Everyone will use the booklet on site in Rome.

The handout should contain:

- a minimalist version of your talking points, the most basic ideas reduced to key words;
- any helpful illustrations, such as a site plan or a reconstruction; and
- an unannotated bibliography of all the works you have consulted.

The handout should be formatted as follows:

- 2 pages total (i.e., two sides of paper);
- Calibri 13-point font throughout;
- single-spaced text;
- 1.25-inch margins, left and right; and
- 1-inch margins, top and bottom.

Please DO NOT number pages or use headers and footers.

Your mentor will test-drive your handout during your dry run. He might well request changes. In any event, please email him an electronic version of the handout after the dry-run is complete, **but no later than noon on Friday, May 10.**