

Presentation Protocol for the Technology Transfer Committee

Thank you very much for submitting your Technology Disclosure to the Office of Technology Development. The LSUHSC Technology Transfer Committee looks forward to the opportunity to learn more about your significant research efforts. As a courtesy to your peers serving on this committee, please take time to review the technology disclosure you have submitted. Ensure that your specific invention is clearly stated and what is novel and unique is readily apparent.

The LSUHSC Technology Transfer Committee is composed of both clinicians and scientists from the LSUHSC research community, and is coordinated by the Office of Technology Development. Assume the committee members have a working knowledge of the scientific principles involved in your invention. Do not spend a significant amount of your limited presentation time on background.

Please carefully review the following Technology Transfer Committee presentation guidelines. Close adherence to these guidelines will ensure that your disclosed technology will be properly reviewed by the committee. Also, kindly inform this office of any **audio/visual equipment** requirements for your presentation as soon as possible.

Guidelines:

1. **BE BRIEF (please)!**
2. **State clearly at the outset of your presentation what you believe your invention to be. State exactly what you are proposing for patenting.** Once you have explained *what* you have discovered/invented, then you may describe *how* you discovered/invented it.
3. **Your total presentation time should not exceed 10 minutes.** This is meant to be an informal and informative process, so the members of the committee may interrupt your presentation at any point for clarification or other questions. Expect the members' examination to last 15-20 minutes, including questions asked during and after your presentation.
4. Once the Committee members have completed their examination of your presentation, you will be excused and the committee will then proceed to discuss the merits and any concerns regarding the patentability of your invention. You should expect to hear from the Office of Technology Development regarding the Technology Transfer Committee's decision within a week of your presentation.

If you have any questions regarding these guidelines or any other matter before your presentation to the Technology Transfer Committee, please contact the Office of Technology Development at **(504) 568-8303**. Thank you for your dedication and creativity.