

## Know Your Timeline

You are typically allotted a very brief time for your topic. For example, if your time slot is fifteen minutes ... that includes getting to the podium, introducing yourself, presenting the topic, offering Q&A if appropriate, and getting out of the way for the next person. We need to respect the next presenter and the audience.

## Know Your Role

Within our Alliance Meeting Agenda, your role will primarily be that of discussion leader. For our event leaders that are presenting a topic, do not promote your event as the best example. If you elect to use your event as an example because you are most familiar with its approach to your topic, then upfront make a disclaimer that the event being cited is only an example (just one way to do it).

## Know Your Audience

Some of our participants will have extensive expertise in a topic area and some will have none. Some of us will be outspoken and entrenched in our way while others will be actively seeking a new idea or a path for improvement.

## Know Your Purpose

We are trying to present information that challenges and whets the appetite, not provide instruction. These topics are offered based on participant requests and those seen as fundamental to an event's success. Creating interest in and discussion of potential best practices is our goal.

## A Note About Slides

Do not use a slide deck unless it is needed to support your topic. If you use a slide deck, please:

- Keep the quantity of slides to a few
- Do not read the slides to the audience
- Use a sans serif typeface at a size of at least 30 pts; larger is better
- Spell-check it and practice the presentation time
- Email your presentation (PPT or PPTX) to Steve Denning (address below) no later than July 1<sup>st</sup>