ESSENTIAL INFORMATION

Required submissions and upcoming deadlines

PLANNING A GREAT SESSION

Some tips and tricks to make your session sing!

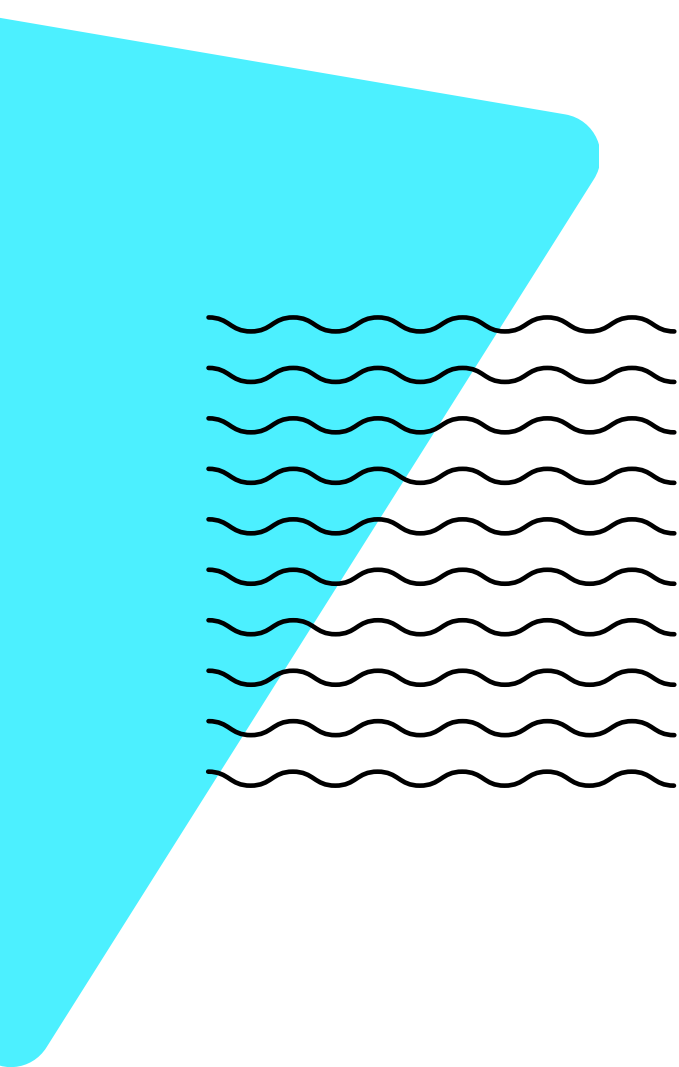## RESOURCES AND CONTACTS

Everything and everyone you need to know

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Essential Information

SESSION DESIGNER

Develops session

Coordinates and preps speakers
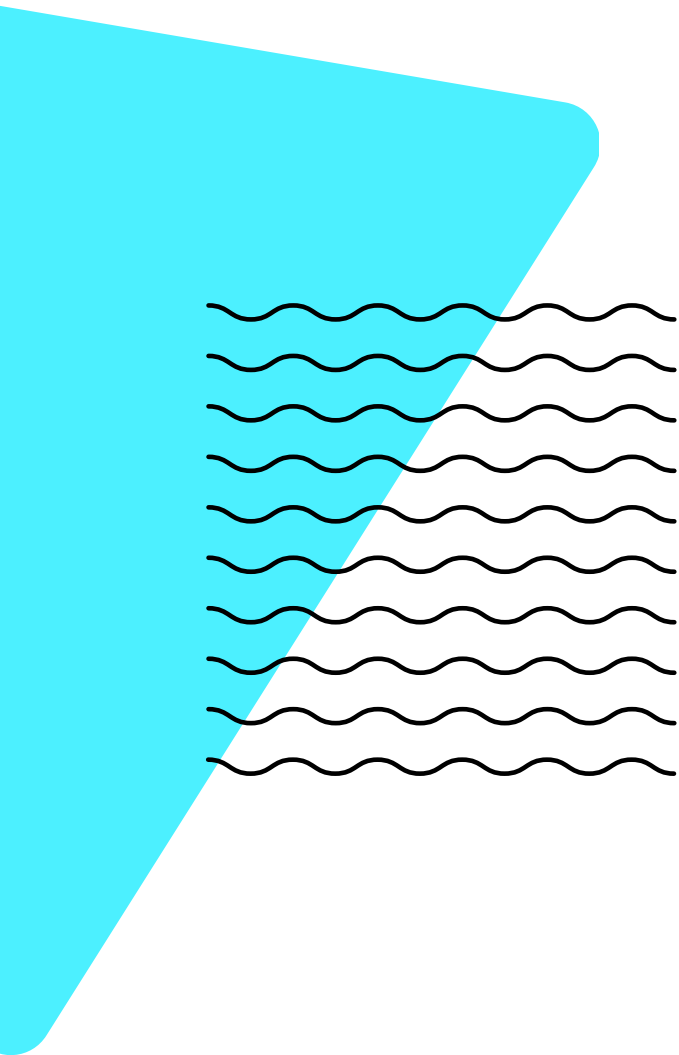
Submits session materials

Coordinates with staff liaison

SPEAKER

Attend a prep session (or 2!) with your session designer

Completes biographical information

Register for conference! Book your room!

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DUE DATE: March 31

Speaker agreements and biographical information due

DUE DATE: April 30

Register for conference!

Book your room!

DUE DATE: May 11

Slides and session materials due to the Council. Dropbox link provided on speaker page.

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Day-Of

Arrive 15 minutes before session start time to conduct sound check and test A/V equipment.

Your power point will be pre-loaded and session materials will be available in the app.

Bring any printed handouts you'd like to have available to participants. Print 60 copies.

All session rooms are set in rounds and contain:

- 1 Laptop

- 1 LCD projector

- 1 screen

- 3 handheld/tabletop microphones

Planning a Great Session

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SESSION TO-DOs FOR SESSION DESIGNERS

Ensure all of your speakers have submitted information

Convene your speakers at least once.

Plan an on-site pre-session briefing in Denver

TIPS:

- Clearly identify what attendees should know when they leave the session (objectives).

- Describe your vision of the session flow with the speakers and come to an agreement.

- Consider integrating media, visuals, or other artistic elements into the session and identify space and audiovisual requirements.

- Outline ways to engage the audience interactively and allow time for peer-to-peer exchange.

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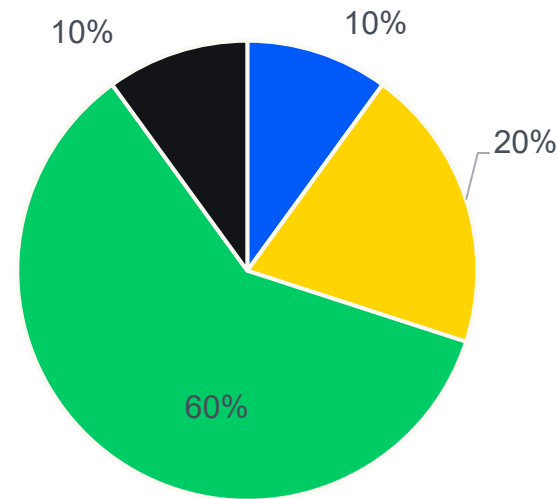
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Structuring Your Session

As you develop your session outline/agenda, keep in mind that most sessions have four basic segments

◼ CLOSURE

Review key ideas and present a call to action.

◼ INTERACTION

Engage the audience!

- ◼ Orientation ◼ Presentation
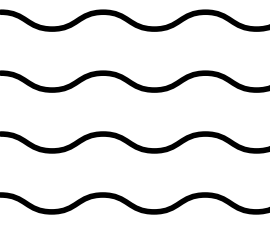- ◼ Interaction ◼ Closure

◼ ORIENTATION

Briefly introduce the subject and speakers, explain session objectives, and highlight take-aways

◼ PRESENTATION

Briefly introduce the main concepts, questions, and issues to stimulate thought and discussion.

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Session tips

- Make the style conversational. Particularly for panels, consider a format that IS NOT each person speaking for X minutes.

- Leave time for audience questions but come prepared! Make sure the speakers/moderators are prepared to fill in with common questions.

- Encourage your panelists to be authentic. Encourage and seek transparency and open sharing of both successes and challenges.

- Engage the audience. Panelists and moderators can support peer-to-peer discussions during the session.

- Start and end on time. Maintain a steady pace and assign someone on your team to keep track of time.

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PEER TO PEER DISCUSSION

Liberating Structures

Gamestorming

Facilitator Cards

Human Centered Design

Fishbowl Discussion

World Cafe

SHORT TALK FORMATS
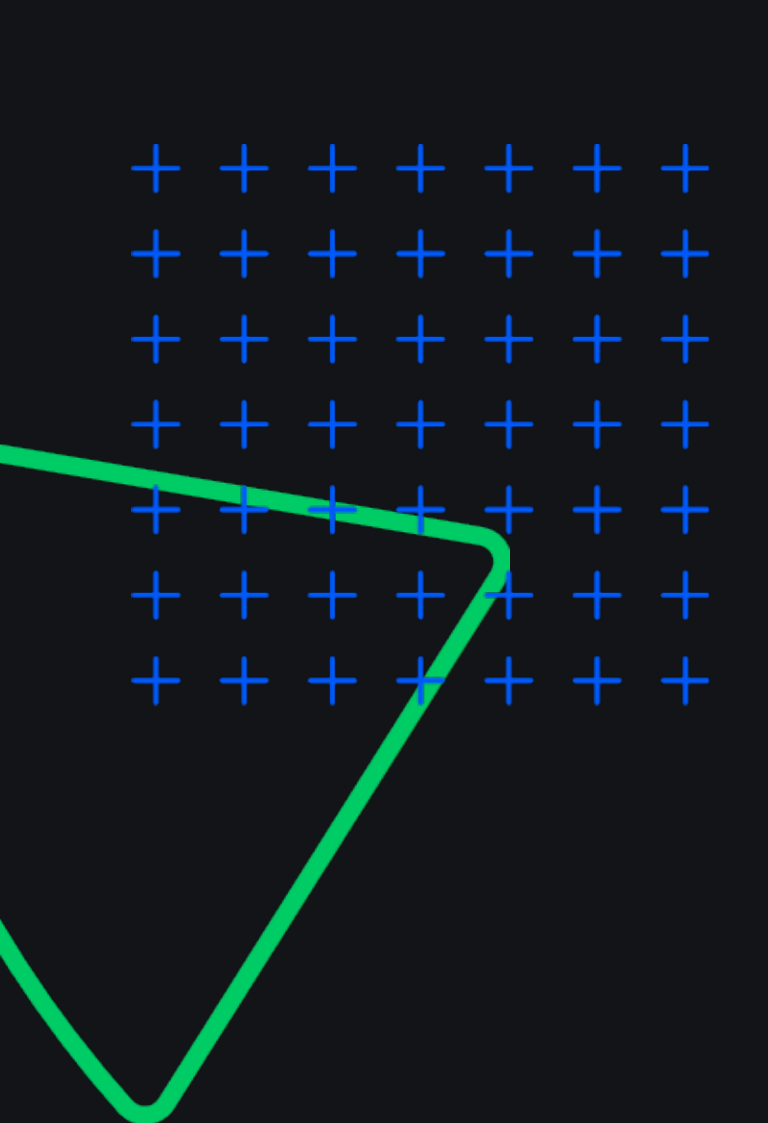
Pecha Kucha

Ted Talk

POLLING/INTERACTIVE NOTES

Mentimeter

Poll Everywhere

Jamboard

QR Codes

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A note on accessibility: Use and share the mic!

[Understanding Power Point Accessibility](#)

Resources and Contacts

Get Excited!

In advance of Leading Locally, we invite and encourage you to promote your sessions on social media platforms—Facebook, Twitter, and LinkedIn. It is a great way to initiate discussions and showcase your work before, during, and after the conference.

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PPT and Session Materials

- Copy and Paste existing slides, retain existing format. "Format Painter" is your friend.

- If you're importing slides into this template, copy and then right click paste to "Use Destination Theme"

- Open a local copy and as available, use Microsoft PPT desktop to edit slides.

- To Change pictures: Right click the image > Select Format Shape that will open the editor on the right side > Click on the Paint Bucket > Under Fill, select Insert > Find Picture File > Make sure Rotate with Shape box is unchecked. Square images work best.

- Please name your PowerPoint using this format: Session Name_Leading Locally 2023 PowerPoint

- Name any session materials: Session Name_Title of Resource

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Speaker Resources

Speaker Guide:

Important information about the conference, your role, and deadlines.

&

Speaker Liaison

Contact for:

Questions about session design

Questions regarding day-of support

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Melanie Freeman

Director, Conferences & Events

Contact Melanie For:

- PowerPoint slides, session materials

- Staff Liaisons

- On-site check-in and badging

@ **Melanie.Freeman@cof.org**

Reniece Butler

Associate, Programs

Contact Reniece For:

- Changes to speaker information

- Questions about logistics, A/V, room set, etc.

- Questions related to registration

@ **Reniece.Butler@cof.org**

Melissa Sines

Event Lead

Contact Melissa for:

Questions related to the conference theme and overall programming

Session Design

@ **Melissa.Sines@cof.org**

Leading Locally 2023

JUNE 13-14 | DENVER, CO

Q&A and Thank you.

Council on Foundations