Staff Forum Presentation Guidelines

The Staff Forum serves as a place to disseminate information to and receive feedback from the staff of Berea College. The Staff Forum Advisory Committee asks presenters to consider creating one of the two presentation types, below, and to follow a few simple guidelines while creating their presentations. We have also included a few reminders here and/or things to note while you are creating your presentation itself.

1. An interactive presentation. The best (and preferred types of) presentations have interactive tidbits. Here are some ideas for interactive bits to incorporate into your presentation:
    a. Information gathering in small groups (questions, topics of interest/concern, etc.) that can then be reported out to the larger group or reported back to the larger group at a later date;
    b. Generating ideas concerning this topic moving forward and/or in the future;
    c. A short activity for the whole group/smaller groups to demonstrate a point;
    d. Gathering feedback, suggestions, etc. on the presentation/idea itself.
2. Presentations to disseminate information: If your presentation is to disseminate information to the Staff as a whole at the Staff Forum, here are a few ideas to help get your message across:
    a. Please sit or stand at the front of the room while giving a presentation. You can use the podium if you would like, but you do not have to. Please use the microphone provided at all times. Talk to and with, not at, Staff members;
    b. Allow time for questions and answers at the end of the presentation. If possible, allow employees at the meeting to ask questions at any point during the presentation. Note: Please let any staff person asking a question to speak into your microphone or another microphone in the room so that others may hear the question and your response.
    c. Feel free to use graphic representations, handouts, media, webpages, etc. to help you demonstrate your points or processes during your presentation. Be sure to provide these to the Staff Forum Co-Chairs no later than 24 hours of your presentation to ensure all media will be available and working as intended;
    d. If using any sort of jargon/technical speech, do your best to explain it to the audience in a way that they can understand;
    e. If you have a long list of upcoming projects, events, etc. think about distributing that as a flier or email to #Staff_Announce instead of asking for time to talk about these things on the Staff Forum agenda. You can also distribute paper materials and documents about your events or projects at these meetings. You may also want to give a quick blurb (nothing more than a minute or so) during the announcements portion of the Staff Forum meeting instead of presenting;
    f. If possible, think about how and/or if you can incorporate one of the interactive ideas, above.
    g. If you're not sure how to present your information or engage the audience, the Staff Forum Co-Chairs and/or Advisory Committee can be available to discuss this with you.
    h. Be sure to inform the Staff Forum Co-Chairs if additional materials will be needed. Presenters should bring their own materials, if possible.

General Guidelines and Reminders:

- Please conclude your presentation (with Q&A included) in the amount of time allotted to you on the agenda. One of the Staff Forum Advisory Committee members or the Staff Forum Co-Chairs will serve as a timekeeper for your presentation if you so wish.

- Think about what makes a good presentation, or what helped to make good presentations you have seen in the past. We would like your presentation to be engaging and important to staff members. No doubt that the topic is interesting to you, so make it interesting for everyone! There are many online tools that can help you with tips and tricks. For example: https://blog.hubspot.com/marketing/easy-powerpoint-design-tricks-ht

- If you want to know if your presentation or presentation idea is appropriate for Staff Forum, feel free to send an email to one of the two Co-Chairs of the Staff Forum, or a member of the Advisory Committee. The Staff Forum Advisory Committee can review your request/idea and get back to you.

- Please send a copy of any slides, infographics, etc. that you will be using during your presentation to both co-chairs at least 24 hours in advance of the scheduled meeting. They will then download the presentations onto one of their computers, which will be the computer you will use to present from at the meeting. A "clicker" with a laser pointer will be provided to you during your presentation.

- Be aware that your presentation will be uploaded onto a secure server for staff members to access via the Staff Forum webpage. This allows staff who cannot be at the meetings to see these presentations and/or lets staff who were at the meetings review them later, if needed.