

AGB BPC-NCT Speaker Guidelines

Thank you for joining us as a session facilitator for the National Conference on Trusteeship and/or the Board Professionals Conference.

To help you plan effectively, this document offers an overview of:

- Learning objectives for all sessions
- Event participants
- Helpful tips to facilitate active learning

For more discussion of these points, or for feedback as you develop your session materials, please connect with AGB at meetings@AGB.org.

Once again, thank you for agreeing to provide this essential service to the field.

Objectives for the Participant Experience

Participant experience in any AGB learning session can be described in the following ways. Learning is:

- Made **relevant** through clear connections to important challenges and/or opportunities affecting colleges, universities, and/or the impact of their work.
- Made **accessible** through facilitators' openness and responsiveness to participants' questions, and their nimbleness in engaging participants with diverse levels of existing knowledge.
- Made **memorable** and actionable, through succinct materials, energetic facilitation and participation, and a bold approach to addressing thorny and consequential issues.

Audiences

The Board Professionals Conference and National Conference on Trusteeship are co-located but separate events. Please reflect on the type of session you have agreed to provide, as noted in the confirmation message you received, and which type(s) of attendees with whom you will be interacting.

The Board Professionals Conference is open exclusively to full-time staff who support the board (does not include chief executives). The focus of the program is on learning—with regard to issues facing institutions and boards, as well as leading governance practices—and peer networking.

The National Conference on Trusteeship serves public and private board members, chief executives, and board staff by elevating awareness of context, leading practices, and fresh ideas relevant to board governance.

PowerPoint Slides

Use of PowerPoint slides is optional and will depend on your session type. For those sessions in which slides are materially beneficial, please keep in mind the following guidelines:

- AGB has PowerPoint templates for each conference. You are also welcome to use the template of your institution.
- Slides are best used to illustrate key concepts and/or share data using charts, diagrams, and images.
- Please minimize the amount of text on each slide and the number of slides in your deck. We recommend a minimum font size of 18 point.
- No session may be used to overtly promote products or services for sale. In every case, experts who also have a sales interest should demonstrate the value of their insights in lieu of advertisement.

Active Learning Techniques

The following activities, among others, have been shown to enhance learning and retention. Depending on your session type, the following suggestions could enhance attendee experience.

Agenda Setting and Clear Takeaways

Many sessions benefit from a short introduction of what you hope participants will come to understand or become better able to do as a result of the session, and how your time together will be spent accordingly. In addition, a short closing comment to firm up key takeaways is often helpful.

One-Minute Reflections/Respond-React-Reply

Provide a prompt such as a targeted question, written passage/text, or argument. Each participant takes one minute to write down a response. Then, have each person share their response with one or more people nearby. (If time is short, facilitators can instead select a few responses to share with the group.)

Polling/Show of Hands

Ask discrete questions, and get immediate context to inform the session (e.g., “How many of your boards do X?” or “Which of the following choices would you say is most accurate?”).

Case Study

Provide participants a real-world case for analysis and discussion (e.g., a news article, account of a decision or procedure, video, etc.). In one or more groups, ask participants to analyze the case (potentially using specific guidelines or questions). Then have participants present their analysis to the class or require groups to turn in written answers. Leverage participant analysis to facilitate discussion. Crystallize takeaways.

Crowdsourcing/Word Salad

Using butcher paper, pose a key question, and write down a list of responses. (Requiring single-word responses can sometimes be helpful, too.) Pause, engage, and clarify to make sure you get things “right.” When the list feels full enough, discuss and find a way to account for each response.

The Socratic Method

Rather than delivering answers, pose questions. Help participants to refine their thinking iteratively together with peers. Adopt, emphasize, and/or reframe what emerges to crystallize takeaways. And don't forget to add your own insights, including what the group may have missed.