**AGB Forum Speaker Guidelines**

Thank you for your willingness to serve as a speaker/facilitator for the 2024 AGB Foundation Leadership Forum coming up January 28-30 in Los Angeles, California.

If you have any questions or need any assistance as you prepare for your session, please email [foundations@AGB.org](mailto:foundations@AGB.org).

**Objectives for AGB Conference Sessions**

We strive to ensure that sessions are:

* **Relevant,** addressing issues of concern to board members, chief executives, and other staff of **public college and university foundations.**
* **Engaging and memorable**, framed to underscore the connection between issues addressed and the participants work as foundation board or staff leaders, providing opportunities for questions and interaction among participants, and responsive to the different roles, institutional contexts, and levels of expertise represented in the audience.
* **Actionable**, identifying key insights from the session and encouraging participants to think about the ways they can apply session learnings in their work as foundation board members or professionals.

**Audiences**

The **AGB Foundation Leadership Forum** is unique in engaging professional staff of public college and university foundations along with foundation board members. The conference brings together a diverse range of foundations affiliated with different types of institutions and structured in different ways. We ask our facilitators to be sensitive to the different roles, varying degrees of expertise/experience, and different institutional contexts of participants and to engage with participants to ensure that presentations are well calibrated to the audience and tap the diverse experiences and perspectives of attendees by encouraging interactive discussion and questions.

**PowerPoint Slides**

Use of PowerPoint slides is optional. Slides are best used to illustrate key concepts and share data that are more readily understood through visual representation or outlining. PowerPoint presentations can also be valuable take-away resources for participants, outlining key issues, identifying important takeaways, and referencing/linking to pertinent resources.

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.
* Use slides to help provide narrative structure and illustrate ideas for your presentation. Don’t use slides as a script to be read verbatim.
* Recognize that participants may view session materials from the conference app on their phones and that the lighting in meeting rooms may not be optimal for viewing projected slides. Simple formats and high contrast font colors are often easier to read from a distance.
* 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.

**Interactive Learning**

**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 enumerate key insights and actionable takeaways is often helpful.

**Polling/Show of Hands**

Canvass the room on issues you are addressing by posing questions for a show of hands response (“How many of your boards do X?” or “How many of you have confronted this issue in your board room?). Follow up with individuals encouraging them to share their perspectives and experience. Invite the audience to offer responses to questions raised by other participants.

**Crowdsourcing**

If you’re facilitating a workshop or peer group, you might start by canvassing the room to identify issues /questions to explore in the session. Focus the subsequent discussion on topics of greatest interest. Offer to connect one-on-one with participants who have unique questions or issues of concern rather than devoting undue time in the session to topics that aren’t of interest to most attendees.