



National Association  
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*Excellence Through Association*

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# Presenter Manual



November 15–17



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Thank you for participating in Biennial Conference 2012 as a presenter. Every edition of the National Association of Episcopal Schools' Biennial Conference is about professional and institutional development opportunities that support and strengthen the leadership and governance of our schools, the articulation of their Episcopal identity and attendees' own professional and spiritual development. Everyone involved with NAES, Biennial and Episcopal schools is grateful to you for sharing your expertise.

Here are some helpful information and tips designed to make your presenting experience more enjoyable.

### **I. About Biennial Conference 2012**

*The Gift of Joy and Wonder in All Your Works* (Book of Common Prayer) will be our theme. In a world that increasingly defines educational excellence and success solely in terms of test scores and college admissions, Episcopal schools are countercultural in that they seek to build lives, not simply résumés. The conference will celebrate and explore programs, strategies and ways of being in Episcopal schools that support and nurture this central tenet of Episcopal education.

In addition to 4 special focus sessions, 3 off-site sessions, 53 workshops, 3 "Deep Dive" sessions and five 5 featured speakers, Biennial will include general sessions, worship, community service, networking events and resource building opportunities.

#### ***Dates***

November 15–17, 2012.

#### ***Location***

**Baltimore Marriott Waterfront**  
**700 Aliceanna Street**  
**Baltimore, MD 21202**

#### ***Conference Website***

The conference website may be found at [www.episcopalschools.org/biennial2012](http://www.episcopalschools.org/biennial2012). Online registration is available here, along with a PDF version of the conference preview book and registration form. You'll also find links to announcements and other important information, and, in October, handouts for the sessions, workshops and Deep Dives. Be sure to bookmark this page.



### *Conference Registration*

Registration is now open. You must register for the conference at one of the following rates:

- **Presenter: \$469.** This rate is for the full conference. It is available when using online registration at [www.episcopalchools.org/biennial2012](http://www.episcopalchools.org/biennial2012). The registration deadline for this rate is October 12.
- **Friday Only: \$369.** This rate is available to presenters from 2012-2013 Mid-Atlantic Episcopal Schools Association (MAESA) members who will be **attending only on Friday, November 16**. You must register by mail to use this rate. The registration deadline is October 12.

### *Hotel Reservations*

Whether you are part of a group reservation or making an individual hotel reservation, we recommend that you book your hotel room by **October 1**, the group reservation deadline, to ensure availability. The room rate is **\$199** per night for single or double occupancy, plus applicable taxes. You may make your reservations as follows.

#### **Individual Reservations**

- **Telephone: (800) 266-9432** (ask for the National Association of Episcopal Schools and give the dates and hotel name).
- **Online: [resweb.passkey.com/go/NAES2012](http://resweb.passkey.com/go/NAES2012)**

#### **Group Reservations of Four (4) or More Reservations**

All group reservation rooms must be fully pre-paid on or before October 1, 2012. Any group rooms not pre-paid on or before October 1, 2012 will be returned to the Conference room block and made available at the conference rate to individuals/groups attending the Conference. Once paid, group rooms are non-refundable.

- **Telephone: (800) 266-9432** (ask for the National Association of Episcopal Schools and give the dates and hotel name).
- **Online: [resweb.passkey.com/go/NAES2012](http://resweb.passkey.com/go/NAES2012)**



## II. Deadlines for Presenters

Here is a list of the critical deadlines related to Biennial Conference 2012 and your participation as a presenter.

### October 1

Reserve a hotel room at the Baltimore Marriott Waterfront.

### October 1

Sign and return the Biennial Conference 2012 Presenter Agreement, if you have not already done so. This was emailed to you with your acceptance notification in February 2012.

### October 12

Register for the conference.

### October 31

Submit your handouts and resources for posting to NAES website. Please note that this deadline is final. Late submissions will not be uploaded before the Conference. Early submissions are always welcome.

## III. About Your Audience

Over 700 school leaders, representing a range of independent, parish day, diocesan schools and ECE programs, attended Biennial Conference 2010 in San Antonio. We anticipate approximately the same number of attendees in Baltimore. Attendees includes heads of school, chaplains and teachers of religion, senior administrators, advancement and admissions staff members, faculty members, rectors, vicars and cathedral deans, trustees and vestry members, diocesan and regional Episcopal school leaders, bishops and other Episcopal Church leaders, independent school leaders and friends of NAES and Episcopal schools.

### *What Do Attendees Expect?*

All attendees value openness and diversity of thinking as they tackle real issues in their schools. They want substance and knowledge that they can immediately put into practice. All are looking for new and creative ways to solve their current challenges and for ways to propel their schools forward.

Attendees expect the descriptions of special focus sessions, workshops and poster sessions in the conference registration brochure and on-site program to match the content of your presentation. Please be sure that what you speak on reflects what has been promised.



#### **IV. About Your Special Focus, Off-site, Workshop or Deep Dive Presentation**

You probably already know what works and what doesn't for leading a workshop session. Think of a program you have attended that you absolutely loved, where you felt totally engaged and you walked away feeling as though you had learned something new. So, as you begin to plan out your presentation, please think carefully about those programs you have attended that really worked for you. Similarly, if you recall a session you attended in the past that was not a success, do not repeat those same mistakes!

##### ***Some Presentation Development Tips***

As you prepare your presentation, we hope you will consider having:

- Relevant content that stretches thinking and provides new approaches.
- Content that is delivered in an engaging way and draws on the experience of the attendees.
- Application exercises that involve the participants.
- Examples and case studies of real success—and successful failures!
- Practical tools and models that can be applied immediately in their schools.

##### ***Tips for Delivering Your Presentation***

When delivering your presentation, please

###### *DO:*

- Stand up, if you are able, even though a head table and chairs will be provided.
- Relax, smile and have fun ... the audience will feel it.
- Be energetic; be enthusiastic; be passionate.
- Know your topic so you do not need to read your presentation.
- Move around, if you are able—don't limit or "trap" yourself behind a laptop or podium.
- Use an interactive format that involves the audience—don't wait until the end to engage them.
- Try to add stories, anecdotes, testimonials or demonstrations that emphasize your point.
- Stay on track and within the allotted time.
- Summarize your key points to "wrap-up" the presentation.
- Remember that the audience is interested in what you have to say ... they want you to do well!

###### *DON'T:*

- Speak too quickly.
- Read your presentation or read directly from slides.
- Look over your shoulder at the screen or worse, stand and talk to the screen instead of to the audience.



- Use slides that are text heavy—if you have that much information to share, put it on your handout.
- Engage in side conversations with other presenters during the session.
- Answer without repeating the question first. Many people may not hear the question, so unless you repeat it the answer makes little sense.
- Use undefined acronyms that the audience may not know.
- Use conversation fillers like “umm,” “you know” and “like.”
- Use your presentation to sell a particular product or service.

#### *A Word on PowerPoint*

The traditional PowerPoint presentation format can be appropriate, but presenters should be cautious that their slides are not text heavy, do not copy the words that are being presented and are not simply read aloud. PowerPoint should complement a presentation, not take the place of it, with slides providing visual support to the presentation. You are encouraged to find opportunities for audience interaction and unique ways to engage audience members. (PowerPoint slides should NOT be your only resource or handout!)

#### *Room Assignment, Set-up, Equipment and the Internet*

Shortly after the on-time registration deadline of **October 12**, we shall email you with the room assignment for your presentation and the estimated number of attendees who have expressed an interest in your session.

Each special focus session and workshop room will be set with the following equipment.

- Audio-visual equipment, as requested on your workshop proposal form, plus corresponding screens, projectors and/or monitors. We shall not be able to accommodate changes, so please plan your presentation with this in mind.
- Podium with microphone.
- Flip chart & markers .
- A table at the front of the room with chairs for all presenters.
- Round tables with chairs or theater style for attendees, depending on attendance and space.
- Internet connection.
- Laptops **will not** be provided. Please bring your own laptop with your presentation.
- If you are using a **Mac**, you must bring the appropriate cables to connect to the on-site projector or other audio-visual equipment. Information about these cables is available online at [store.apple.com/us/browse/home/shop\\_mac/mac\\_accessories/cables](http://store.apple.com/us/browse/home/shop_mac/mac_accessories/cables).



## V. About Your Handouts and Resources

As part of NAES' ongoing efforts to go green, we hope to make Biennial Conference 2012 a paper-lite conference. Paper-lite does not mean that no paper will be used. On the contrary, we are simply taking strides to help conserve paper and take care of the planet. To these ends, we shall be posting handouts and resources to the NAES website in advance of the conference. **Please submit at least 1 resource to NAES by October 31.**

### *Content of Handouts and Resources*

Your handouts and resources might include any or all of the following:

- Charts and graphs.
- Websites where people can find more information on the topic.
- Articles that you or someone else have written on the topic.
- Background information on the issues such as historical summaries and the like.
- A "Key Points" or "Key Tips" list with quick takeaways from your presentation that will serve as an idea-generation tool for school leaders.
- Provide a sample document. NAES' website library features documents, from school expansion to chaplaincy to good governance. School professionals can learn from your examples and implement new processes without "reinventing the wheel."
- Write a white paper. NAES staff and school professionals contribute to our collection of library resources, *Network* newsletter articles and "The Commons" blog. Create a white paper that can be included in our collection and allow others to benefit from your workshop and your expertise.
- Whatever else you think might be helpful.

### *Preparing Your Handouts and Resources*

When preparing and submitting your handouts and resources to NAES, please:

- Limit your handout(s) to a total of 10 pages.
- Work with your co-presenters (if applicable) to develop one cohesive handout.
- Convert all handouts to a single PDF file before submitting them to NAES.
- When submitting a PowerPoint presentation, please have it set to print 3 or 4 slides per page and then save as a PDF.
- **Submit them to the NAES office no later than October 31.**





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## **VI. Evaluations**

Attendees will be invited to evaluate their experience of your special focus session, workshop or poster session. NAES will share with you the results of the evaluation in January 2011 after they have been compiled.

## **VII. Recommendations for the Bookstore**

Biennial Conference 2012 will have an on-site bookstore, which offers attendees the opportunity to purchase publications designed to help them more effectively lead and manage their schools, teach and lead worship and support service activities. When feasible, we also offer books or other publications authored or recommended by our presenters. If you have authored a book or are planning to reference a book during your presentation, please email details to [djs@episcopalschools.org](mailto:djs@episcopalschools.org).

## **VIII. Thank You!**

We greatly appreciate you taking the time to help make this year's Biennial Conference a huge success. Your knowledge and willingness to share is hugely beneficial to all attendees and vital to the success of our organization. If you have any questions regarding your workshop or anything else having to do with Biennial Conference 2012, again, please contact:

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