



**EPISCOPAL
SCHOOLS**

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Presenter Manual



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I. About Biennial Conference 2010

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.

From Every Family, Language, People, and Nation (Revelation 5:9) will be our theme and speaks to the growing diversity and pluralism in our country and Church. How is it that Episcopal schools, as Christian communities, articulate their identities while welcoming, supporting, and entering into dialog with students and families of various faith traditions and cultures? What strategies and programs have proven successful? What are the areas of concern? How do we make Episcopal education truly accessible and welcoming to all who come to us? These are but a few of the questions we hope to examine.

In addition to six (6) special focus sessions, five (5) poster sessions, and 57 workshops, Biennial will include general sessions, worship, community service, networking events, resource building opportunities, and a spouse/guest program.

Dates

November 18–20, 2010

Location

**San Antonio Marriott Rivercenter Hotel
101 Bowie Street
San Antonio, TX 78205**

Conference Web Site

The conference Web site may be found at www.episcopalschools.org/biennial2010/.

Conference Registration

All special focus session, workshop, and poster session presenters must register for the conference. You may do so at either the full conference "Speaker/Presenter" rate or, if attending only on Friday, November 19 and are from a 2010-2011 NAES member school in the dioceses of West Texas and Texas, at the "Friday Only" rate. The rates are as follows.

- **Speaker/Presenter: \$395 at any time**
- **Friday Only: \$270 for 2010-2011 NAES members from the dioceses of West Texas and Texas by October 22, 2010**

Registration opens in early May.

You will be sent a registration brochure in late April/early May. Please be on the lookout for it.



Hotel Reservations

Whether you are part of a group reservation or making an individual hotel reservation, we recommend that all presenters book their hotel rooms by **September 24**, the group reservation deadline, to ensure availability. The room rate is \$179 per night for single or double occupancy, plus applicable taxes. This rate is only \$5 more than at Biennial Conference 2008!

Complete information about reservations policies and procedures may be found in the conference registration brochure.

Contact Information

If you have any questions regarding your presentation, or anything else having to do with Biennial Conference 2010, please contact:

David J. Schnabel, CAE
Communications & Events Coordinator
National Association of Episcopal Schools
800.334.7626, ext. 6182
212.716.6182
djs@episcopalschools.org

II. Deadlines for Presenters

Here is a list of the critical deadlines related to Biennial Conference 2010 and your participation as a presenter.

April 16

Read the Presenter Manual.

September 7, 8, or 9

Attend one (1) presenter orientation webinar.

September 24

Reserve a hotel room at Rivercenter Hotel.

October 15

Submit handouts and resources for posting to NAES Web site.

October 22

Register for the conference.

Meeting the deadlines above includes:

- Accepting, signing, and returning the Biennial Conference 2010 Presenter Agreement, if you have not already done so.
- Reading through this Presenter Manual. Even if you are a seasoned speaker, please take time to read through the provided material.
- Attendance at one (1) of the three (3) Biennial Conference 2010 presenter orientation webinars is required.

These webinars are designed to help answer any questions you may have about content, formatting, or other aspects of the conference.

- Submitting your presentation (e.g. PowerPoint) and other presentation materials (e.g. handouts, samples, etc.). Please note that the deadline for these submissions is final. Late submissions will not be uploaded for conference use.
- Registering for Biennial Conference 2010 at the applicable rate.
- Booking a room, either individually or as part of your school group, at the San Antonio Marriott Rivercenter Hotel (if applicable).

III. Biennial Conference 2010 Presenter Orientation Webinars

Attendance at one (1) of the three (3) below-listed one-hour presenter orientation webinars is required. Even if you are an experienced presenter and have spoken at previous Biennial Conferences or other NAES events, please plan to participate. We shall be repeating the same session via the Web on the following dates:

September 7, 2010 — 5:00-6:00 PM (EDT)

September 8, 2010 — 3:00-4:00 PM (EDT)

September 9, 2010 — 12:00-1:00 PM (EDT)

A blast e-mail invitation will be sent approximately one (1) week before the

sessions. A follow-up e-mail to attendees with participation instructions will be sent the day before the session.

IV. About Your Audience

Over 600 school leaders, representing a range of independent, parish day, diocesan schools and ECE programs, attended Biennial Conference 2008 in Tampa. We anticipate 700-900 attendees in San Antonio. 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.

V. About Your Special Focus Session or Workshop Presentation

Some Presentation Development Tips

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 workshop session, 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!

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 it.
- Move around—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 22**, we shall e-mail 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.
- Laptops will NOT be provided. Please bring your own laptop with your presentation pre-loaded if you wish to work off of your own computer.



If you are using a Mac computer, please bring a convertor to properly connect to the on-site projector or other audio-visual equipment.

- Internet connection will NOT be provided. As stated on the workshop proposal form, the cost of Internet service in workshop rooms is too great for this to be available. Please keep this in mind when preparing your presentation.

VI. About Your Poster Session Presentation

New to Biennial Conference 2010 are poster session presentations. These displays will be on view Thursday-Saturday, November 18–20 in the designated area of NAES' public space at the San Antonio Marriott Rivercenter Hotel. During each of the workshop blocks on Friday, up to two (2) of the posters will be presented, with presenters answering questions and providing background to the materials on the poster.

Dimensions

Each poster presentation group will have a 4 ft. tall x 8 ft. wide side of a fabric covered cork board space on which to display its poster. NAES will have on hand push pins and self-adhesive hook and loop tape for your use in attaching your materials/poster to the board.

Installation and Tear Down

We ask that installation of your poster take place during the **afternoon of Thursday, November 18, but no later than the start of the Opening Eucharist at 5:00 PM** on that day. The exact location of the poster session area and your board assignment will be provided shortly after the close of "On-Time" registration on October 22.

We ask that tear down commence at the conclusion of the Closing Noonday Prayers at 12:30 PM on Saturday, November 20.

Some Tips for Preparing Your Poster Presentation

When preparing your poster presentation, we recommend that all presenters lay out their text sheets, graphs, and pictures in a 4 ft. tall x 8 ft. wide area. Physically laying out the information helps to work on flow and content. It may also point out imbalances between text and visuals. For more information on how to structure your poster, you may find these Web sites helpful:

www.aspb.org/education/poster.cfm

www.eou.edu/crposter/poster.htm

www2.le.ac.uk/offices/ssds/sd/ld/resources/presentation/designing-poster/designing-poster



You may also wish to think about your poster presentation as you would when preparing your classroom bulletin boards. This time around, though, it's for adults and colleagues.

Some General Do's and Don'ts

- Posters should stimulate discussion, not give a long presentation.
- Provide a title and your name in larger text. This helps your audience determine whether or not they are interested in your research.
- Remember that viewers will typically expect information to flow from left to right and from top to bottom. If you want to use a different flow, be sure to give explicit signals on your poster.
- Use headings and subheadings to label your information. Keep these short and to the point since they function as an index.
- Use the same size margins on both graphics and text.
- Remember to use numbers to connect text with image. For example, "The classroom lacked any formally designated play area (fig.1)."
- Don't crowd your poster; cluttered posters are difficult to read and are often disregarded. Remember to make sure every item in your poster is necessary.
- Don't use glossy paper because reflections will make your content more difficult to read.

- Make sure you use at least 36pt type for text and 48pt type for titles.
- Use a legible font.
- Be consistent with typeface throughout presentation; this helps to unity of design.
- Do not italicize or use fancy script.
- Highlighting and underlining are appropriate ways to show emphasis.
- Use color to help liven your poster; warm colors are generally thought to be more inviting.
- Consider including as part of your display a pocket containing a handout that folks may takeaway.

Questions to Think About When Preparing Your Poster Presentation

- Is the poster too text heavy?
- Is the text connected to graphs and visuals when illustrating different points?
- Does the poster have a balanced feel?
- Is there a lot of unused space?
- Does the poster have an evident flow?
- Does the poster have design unity?

VII. About Your Handouts and Resources

As part of NAES' ongoing efforts to go green, we hope to make Biennial Conference 2010 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 Web site in advance of the conference. **Please submit at least one (1) resource to NAES by October 15, 2010.**

Content of Handouts and Resources

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

- Charts and graphs
- Web sites 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’ Web site library features hundreds of 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 Whitepaper. NAES staff and school professionals contribute to our collection of library resources, network 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-presenter (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 15, 2010.**

VIII. 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.



IX. Recommendations for the Bookstore

Biennial Conference 2010 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 workshop presenters. If you have authored a book or are planning to reference a book during your presentation, please e-mail details to djs@episcopalschools.org.

X. 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 2010, again, please contact:

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