

Structure and Time Allocations for 45 Min Table Talk

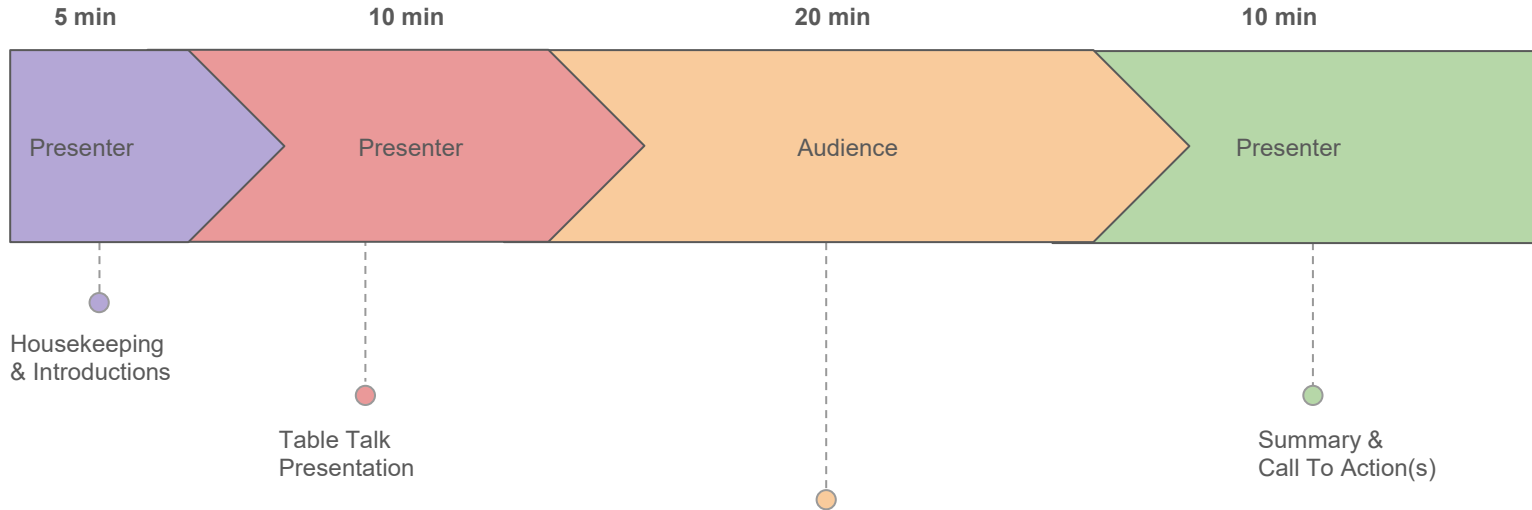


Table Talk Open Discussion

All audience members are encouraged to:

- Ask questions and identify issues
- Consider proposed topics/solutions for their own organizations
- Discuss potential results, outcomes, and budget implications (if any)

Suggested Dos and Don'ts



DO

Include Everyone

Real World Examples and Stories

Key Data and Results

Discuss Challenges

Ask Thoughtful Questions



DON'T

Talk Over Participants

Hypothetical Use Cases

Vague Analogies

Make Assumptions

Provide Lengthy Answers

Presentation Best Practices

Clarity

Determine the key challenges, results, stories, and action items for your presentation, along with your supporting evidence. Then remove everything else. Given the amount of content presented at our conference, the audience can only absorb what is clearly and succinctly presented to them.

Data-Backed Impact

Support your presentation with data from results over the past two (2) years. This will boost your credibility and persuade the audience to consider your proposal. Go beyond your numbers to explain how these results impacted your students, school, budget, district, and/or county.

Ask Thoughtful Questions

Meaningful discussions are built upon trust, empathy, and thoughtful questions. Write out the questions you want participants to answer, and the order in which they would be most helpful and impactful for their discussions.

Eye Contact

Connect with our audience on a personal level. After all, they chose your session on the agenda. Avoid reading your notes and focus your attention on the audience and how they're reacting to your presentation. Eye contact also naturally encourages interaction and questions from the audience.

Practice

Good speakers practice their presentations between 10 to 100 times. In addition to knowing their content well, they remove all unnecessary details, and learn where they need to emphasize to create maximum impact for their audience.

