National Association *for* **Court Management**
Strengthening Court Professionals

Speaker Expectations, Information & Tips

General Presentation Expectations:

Access to exceptional, high-quality educational programs is one of the most important benefits available to NACM members. Presenters selected to develop and deliver this programming are the most critical part of this success for NACM. The following is intended to provide guidance for presenters in the planning, development, and delivery of successful and effective educational sessions. The NACM Conference Development Subcommittee invites the submission of presentation proposals that:

- ✓ Reflect innovative and cutting-edge content,
- ✓ Stimulate and provoke discussion, and especially, engage the audience,
- ✓ Are pertinent and appropriate for National and International attendees,
- ✓ Are respectful of the many different structures, organization, jurisdiction, governance, practices and policies of the Courts represented at the Conference,
- ✓ Deliver best practices using approaches for different types of learners, for attendees from differing jurisdictions, and for early career professionals as well as the experienced veterans and those in between, and
- ✓ Present evidence-based research or are supported by research.
- ✓ Limit direct sales or commercial approach format.

Tips to Remember!

All presenters are expected to be on time, be prepared, and be professional. Presenters are required to meet all deadlines for submitting logistical information, registering for the conference, and providing biographical information, PowerPoint presentation, and session materials to be posted to the Conference App.

All NACM Conference are "green" meaning that all materials will be available on the Conference App and Website. Therefore, presenters are expected to meet strict submission deadlines. Attendees will not receive hard copy handouts.

Use of colorful language, inappropriate humor, or controversial labelling or political material is not acceptable.

Creating Your Session Proposal:

Attendees are looking for interactive sessions where they are vital contributors to the conversation. Total lecture format is highly discouraged. Attendees want to understand how the content presented is relevant to them and the work they perform every day. They appreciate practical application examples they can take back to their home court.

We recommend you consider using facilitation techniques to engage the audience and improve knowledge retention.

Please consider how to deliver a focused presentation that meets the stated objectives for the proposed session. Consider the actions and skills being sought in the session.

As you prepare the proposal, think through and address these areas about your session:

➢ What is the specific problem, topic, or issue on which your presentation is striving to inform, address or resolve?
➢ Have you explained the project or topic goals, the desired outcomes, and implementation steps?
➢ Which partners or collaborators worked with you on your topic or project?
➢ How did you establish the collaboration or assistance from those partners?
➢ What options, alternatives, or other solutions were considered on the topic and issue?
➢ Have you provided information about the challenges, strategies, and lessons learned?
➢ Have you considered how to explain the content or topics that may be unusual or new to those from courts with different governance, operational, and policy structures?
➢ Can you demonstrate and talk about linkages, applicability, and benefits to other courts' in using your information?

Additional links to course preparation are noted in the resources section below.

Be advised that world events might dictate that the session be delivered in a virtual presentation format. Please indicate whether this would be possible.

Developing the Session Format:

Define the presentation format and strategy, particularly if working with a co-presenter or a group:

➢ How will the audience be engaged?
➢ Will this be a panel discussion or a case study?

- ➢ If a panel, who will moderate it, or will it be open discussion?
- ➢ What will be the timing for each presenter, as well as for Q&A?
- ➢ How much presentation, lecture, or interactive discussion will there be?

If the session is a panel format the number of panel members is strictly limited to 3 panelists, including the moderator, and the Role of the "Moderator" should be clarified. The moderator should:

- ➢ Assume ownership of the session and be engaged in the development of the session.
- ➢ Be knowledgeable about the content discussed.
- ➢ Guide discussions during the session to ensure the objectives are satisfied.
- ➢ Intervene if a panelist veers off course, or if a panelist dominates the discussion.
- ➢ Prepare questions to begin the discussion.
- ➢ Manage the Q&As from the audience, repeating questions and directing them to a panelist.
- ➢ Coordinate and ensure the panel members have a logical flow and minimal overlap.

PowerPoint Presentation Best Practices:

Minimize the Number of Slides: To maintain a clear message and to keep your audience attentive and interested, keep the number of slides in your presentation to a minimum. You can easily estimate the appropriate number of slides for your presentation by dividing your total presentation time by half. For example, if you have a 60-minute session, you will probably have about 45 minutes of actual presentation time, so you should aim for no more than 23 slides.

Selecting a Font and Size of Text: For legibility purposes, either Arial or Tahoma fonts are recommended. Fancy fonts are often hard for the audience to read. No text should be formatted at less than 24 points when it is being projected. Recommendations:
- ✓ Title of slide: 44 point; bold.
- ✓ Bullets within Body: 28 to 32 point.
- ✓ Sub-Bullets: 24 Point

Color Selection: Make sure you are using font and background colors with a decent level of contrast. When projecting the presentation, recommendations are to use a dark background with a light font. Recognize that what may appear on a computer monitor may not transition well when projected to a large white screen.

Format Consistently: Consistency makes for a more professional presentation. Standardize the slides using the Slide Master (found under "view," then select "Slide Master"). Any changes made to this slide will automatically be applied to every slide.

Keep it Simple: Fifty (50) words (or less!) per slide is a good rule of thumb. Resist the urge to crowd the slide with text. If you cannot fit all your text onto a single slide and still maintain legibility, split your content into two or three slides. Identify snippets to use as talking points; avoid using full sentences on slides.

Using Video and Sound: When used properly, these can enhance a presentation. Be aware, however, that they can complicate matters if you do not package your presentation correctly for travel. Make sure that all sound and video filed are saved with the presentation. Alert staff if you are attempting to use these in your presentation to confirm that appropriate audio connections are secured.

Limit File Size: Graphics can really bloat a presentation. By resizing graphics to 72 dpi (dots per square inch) and using the ".jpg" compression format, you can keep the file size to a minimum. Avoid using graphics with the ".tif" and ".bmp" file extensions.

Copyrighted Images: You may not use copyrighted materials, clips or images without written authorization. If you are using clips from YouTube, please ensure that they meet the criteria for fair use. Select images that allow fair usage.

Practice Makes Perfect: Practice your presentation to ensure that each slide flows as designed, you are comfortable with the content, and that you do not exceed the allotted time limit. *Do not read from the slides.*

Room Logistics and Considerations:

Rooms are set up and maintained by the host hotel or conference venue. Because of the fast pace of the conference, room arrangements cannot be changed. Rooms are generally set in "theater-style" meaning they are set in rows of chairs with no tables for participants. There will be a "left-side" and a "right-side" of the room with a small aisle between. Please consider this configuration when developing your engaging activities for the program. Some small group exercises can be accommodated however space is limited.

When all seats in a workshop are filled, additional participants must be asked to move to another workshop. Due to fire-code regulations, NACM and the host hotel must adhere strictly to the assigned number of occupants in each room to avoid liability for infractions. Likewise, as some sessions are recorded or live-streamed, seating may be adjusted to accommodate cameras and other equipment.

Presenters will be provided with a "presenter table" up front and will be equipped with microphones and A/V equipment that will be easily seen by all participants in the room. A/V will be in the center of the aisle in the front of the room. Please avoid stepping on cords, plugging or unplugging machines, or changing any settings on the equipment. These can cause major issues with the A/V equipment and can

cause delays or equipment failure during your session. In some instances, it can

cause breakage of equipment. A/V staff is employed at every session and is available to assist all presenters. They should be contacted immediately if there are any questions or issues or simply if assistance is needed. Please do not alter or change existing equipment setup, rather ask for assistance from professional on-site staff. Please also ask participants to be careful of A/V cords.

Flip charts and stands are not available at any NACM Conference. Most hotels do not allow for flip chart sheets or signs to be mounted on workshop room walls. Please consider alternative methods in your presentation.

Recorded and Live-Streamed Sessions:

All plenary sessions will be recorded and live-streamed. Several breakout sessions will also be recorded and live-streamed. Presenters will be required to sign a presenter agreement which gives permission to record and use the session in the future. If your session is recorded and live-streamed, please keep the following in mind:

- ➢ Use the microphone provided so that audio volume can be controlled.
- ➢ A live microphone might be used, so be prepared with the proper attire to attach the battery pack at your waist.
- ➢ Remember that microphones are ON unless muted or turned OFF. Avoid side conversations while the microphone is live.
- ➢ Keep microphones away from projectors or overhead presenters that might cause feedback.
- ➢ Remember that presenter movement around the room may impact the work of the camera operator.
- ➢ Be aware of camera angles and lighting to minimize glare or shadows.
- ➢ Ask audience members to use microphone when asking questions, repeat audience questions so they can be captured for the recording and live-streamed audience.
- ➢ Remember there is a remote audience to acknowledge and engage if the session is live-streamed.
- ➢ Remove any lanyards or name tags that may cause a distraction.
- ➢ Be sure that no participant is sitting, standing or leaning in front of the camera equipment.

Don't Forget the Details!

- Start your session within 5 minutes of the scheduled start time and end the session on time.
- All presenters are encouraged to allow audience participation, including questions and answers.
- Bring a back-up copy of your presentation on a flash drive (along with any other media such as video clips), and allow enough time to load it before your program.
- Test all equipment and video clips prior to the session.

Hosts:

A session Host may be assigned to each session. The Host will be responsible for introducing all presenters, working with the faculty on their preferences, and ensuring the session starts and ends on time.

Fees & Expense Reimbursement:

With some exceptions, contributors should be willing to share their expertise without expectation of payment in exchange for the national platform and professional exposure. NACM Conferences provide an opportunity to share information; they are not a showcase for promotion of business, practice, service, or product.

With the understanding that each presenter's time and experience is of value and to convey how much these are appreciated, NACM will:

- ✓ Provide to each presenter a complimentary daily registration for the conference.
- ✓ Provide to each presenter a copy of evaluation scores for that session after the conference.
- ✓ Publish each presenter's biography, contact information, and summary of the session on the Conference website, and distribute it broadly within the Court Community.

If NACM agrees to pay certain presenter fees or reimburse lodging/travel expenses, a presenter agreement will be provided which will detail relevant fees and expenses.

Questions:

Questions should be directed to the NACM Education Consultant at the National Center for State Courts: Jude Del Preore jdelpreore@ncsc.org