

78TH ANNUAL JOINT CONFERENCE

FSBA.FADSS.FSBAA.FERMA.SUNSPRA.FELL

November 28 – December 1, 2023

GUIDELINES FOR BREAKOUT SESSIONS

- Our members like **interactive** breakout sessions as opposed to just lecture time.
- We have many visual learners who like handouts.
- Allow for **time devoted to questions and discussion during the 60-minute session.**
- **Presenters should have control** of the break-out sessions, so attendees do not monopolize session time.

Breakout Sessions Expectations:

- A sharing of knowledge and expertise by the presenter to Florida's School Board Members
- Content delivered articulately and concisely
- An organized format or outline of the key points
- An illustration of key points through audio visual aid or other method
- Ensure your session creates space to address some of the difficult issues that school board members deal with.
- Equal time allotted for both speakers, if two speakers are presenting

Action Items:

- **Please return your breakout session info form no later than Friday, September 8, 2023.**
- **Please submit a copy of your final presentation no later than November 6, 2023** for review and approval. We will attach it to our digital agenda during the conference, after your presentation is made.
- Due to compatibility issues FSBA will be unable to provide a laptop for presentations. Presenters are expected to provide their own.

Submit these items to Amie Williamson williamson@fsba.org

