

# 79TH ANNUAL JOINT CONFERENCE

FSBA.FADSS.FSBAA.FERMA.SUNSPRA.FELL  
DECEMBER 3 - 6, 2024

## GUIDELINES FOR BREAKOUT SESSIONS

### Breakout Session Expectations:

- Presenters should share their knowledge and expertise articulately and concisely.
- The session should have an organized format or outline to highlight the key points.
- The content should address challenging issues that school board members often face.
- If there are two speakers, equal time should be allocated for each - if presenting two solutions or two different perspectives.
- Sessions must be under 60 minutes and should not run longer.
- Breakout sessions should be interactive and engaging, rather than just lecture-based.
- If possible, provide handouts for the many visual learners in attendance.
- Reserve time for questions and discussion during the 60-minute session.
- Presenters should maintain control of the session to prevent attendees from monopolizing the time.
- Breakout session attendees are Florida's school board members, not superintendents.
- Please ensure your session is relevant and actionable for school board members (policymakers.)
- Your content must remain politically neutral.

### Action Items:

- Please return the breakout session information form no later than Friday, September 13, 2024.
- Submit a copy of your final presentation no later than November 6, 2024, for review and approval. We will attach it to the digital agenda after the conference.
- **Due to compatibility issues, FSBA will be unable to provide a laptop for presentations. Presenters must bring their own.**

Please submit these items to Amie Williamson at [williamson@fsba.org](mailto:williamson@fsba.org) before September 13, 2024.

