

## FSBA Breakout Session Presenter Guidelines

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- ◆ **Be Clear and Concise**  
Share your expertise in a way that is easy to follow and impactful.
- ◆ **Address Real Challenges**  
Focus content on issues school board members commonly face.
- ◆ **Balance Speaking Time**  
If two presenters are offering different perspectives or solutions, ensure time is shared equally.
- ◆ **Stay Within Time Limits, While Allowing for Discussion**  
Reserve time for questions and Q&A within the 60-minute session.
- ◆ **Engage Participants**  
Make sessions interactive and discussion-based rather than lecture-only.
- ◆ **Support Different Learning Styles**  
Provide handouts and/or resources when possible, especially for visual learners.
- ◆ **Maintain Session Flow**  
Guide the conversation to ensure no attendee monopolizes the time.
- ◆ **Know Your Audience**  
Attendees are Florida's school board members (policymakers), not superintendents.
- ◆ **Make it Actionable**  
Ensure content is relevant, practical, and immediately useful for school board members.
- ◆ **Remain Neutral**  
All content must be presented in a nonpartisan, politically neutral manner.