

Delaware State Board of Education Presentation Guidelines

The State Board of Education looks forward to your presentation at our upcoming meeting. Below are guidelines to assist you in the preparation of your presentation materials.

- 1) **Presentation Length:** The presentation length will be determined by the Board President and Vice President when the Board meeting agenda is established. Due to the volume of information on the agenda at each monthly meeting it is important that the presenter stay within the allotted time frame as closely as possible. Presenters should work with the Executive Director to determine the timing expectations of the presentation.
- 2) **Presentation Preparation:** All presentations and relevant materials should be submitted to the Executive Director of the Board at least one week prior to the meeting. Materials will be posted on the Board's public online meeting management website in PDF format. Board members will have the week prior to the meeting to review all information and prepare questions. Presenters are encouraged to work with the Executive Director as they prepare materials for the meeting.
- 3) **Presentation Format:** Presentation materials should be shared in PowerPoint format. This file will be used for display during the meeting. Additional supporting documents beyond the presentation can be submitted in other formats but will be converted to PDF's for posting for the Board's review.

Please contact Jenna Ahner with questions at jenna.ahner@sbe.k12.de.us or 302-735-4010.