BASIC CONTENT AND FLOW

- Definition of ________
- Importance of attending to ________
- Key elements of ________
- Implementation of ________
- Activities for expansion
- Further information and resources
PROCESS

• Discuss each segment.
• Script content for each segment.
• Cite any sources that need to be referenced in the notes.
• Note suggested slides to be imported and do the following:
  • Cite the source.
  • Contact the person for permission to use the slides.
• Keep in mind the available time (e.g., 30-minute faculty meeting; 60-minute presentation).
**ESSENTIAL**

- Message to be conveyed
- Logical flow of information
- Language and readability level
- Citation of sources
- Activities for expansion (optional)

**NOT ESSENTIAL**

- Slide design
- Full sentences and paragraphs
- Wordsmithing
BEYOND THE MEETING

Follow Through on PowerPoint and Presenter Notes

• A small group of volunteers uses the *skeleton* PowerPoint developed on site.
• A small group develops the content from the on-site work.
• Volunteers or consultants complete the finished products from the on-site work and small group work.