

# NATIONAL FORUM FOR BLACK PUBLIC ADMINISTRATORS

## FORUM 2010

### “NFBPA: Good to Great: Transforming the Connection between Community & Government”.

Sheraton Four Seasons Hotel, Greensboro, NC

April 24-28, 2010

#### WORKSHOP MODERATOR GUIDELINES

To insure an informative and interactive workshop, it is important that you plan the role that each participant will have in addressing the workshop topic. The discussion should be presented in a timely and interesting manner. Each workshop is **90** minutes and should follow the timeline outlined below:

- Opening remarks and introduction of the panelists 5 minutes
- Panelist Presentation 10 -15 minutes each
- Panelist Presentation length may be adjusted based on the number of presenters
- A summary of the presentations 5 minutes
- Q & A and housekeeping notes 20 minutes
- Remind participants to complete and submit evaluations
- Workshop monitors assist with housekeeping, distribution and collection of evaluations

#### Tips for an Interactive and Informative Workshop

##### **As You Plan**

- Determine the Workshop objective:
  - What should participants get from the workshop
  - Include an overview and key points that will be covered
- Develop a Presentation Plan:
  - Determine topics for each speaker to address; avoid overlap
- Ask panelists to prepare a short bio and contact info to be included on handouts.
- Introducing Panelist:
  - Review panelists' bio in advance and prepare a brief overview of their professional experience, making sure it relates to the topic being discussed. Introductions should be brief and not exceed 1 minute for each speaker.
- Communicate the workshop objective and presentation plan to speakers, making sure they are clear about their topic and what they are expected to discuss. It is recommended that a conference call be arranged to review the presentation.
- Encourage support of NFBPA's commitment to a Green meeting by using on-line hand-outs.

##### The Workshop Session

- **THE SPEAKER READY ROOM (Carolina):** The monitor's will bring the evaluations and any final housekeeping notes to the workshop room. The speaker ready room will be available should you need further assistance
- The moderator is timekeeper and should announce in advance how the workshop will run. Announce time allocated for each speaker and let panelists know that they will be given a "3 minute" warning and will be requested to end their presentation when that time is up.

- 15-20 minutes are allocated for Q & A after the final presentation. Attendees will be invited to submit *Problems and Solutions* to the moderator at the beginning or during session and a few can be addressed during the Q &A segment.

## **Submission Requirements**

### **Upon Receipt of This Package**

- Complete and return the Participant Confirmation Form immediately to Dan Vaccaro at [dan@pizzazzevents.com](mailto:dan@pizzazzevents.com) in a WORD format. Failure to confirm your participation may result in the cancellation of your workshop.
- Upon receipt of the confirmation forms a Workshop Info & Participant Contact Document will be sent to you via email.
- It is imperative that any changes to presenters are communicated to Dan Vaccaro by March 15, 2010 to insure all are included in the FORUM program book.

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## WORKSHOP PARTICIPANT CONFIRMATION

Yes, I plan to participate in FORUM 2010 as a: \_\_\_\_\_ Moderator \_\_\_\_\_ Presenter

Kindly complete and return this form immediately via e-mail as a WORD document to [dan@pizzazzevents.com](mailto:dan@pizzazzevents.com) A complete confirmation package will be sent upon receipt.

Please Print Clearly

Workshop Title:		
Name:		
Job Title:		
Organization:		
Organization Address:		
Contact Numbers:	Tel: Fax: Cell:	
E-mail address:		
Assistant's Contact Information:	Name:	Telephone:  Email:
Online Handouts	Please initial electronically if you give permission to post your handouts online post conference	_____Initials

\_\_\_\_\_  
Electronic Signature

\_\_\_\_\_  
Date

***This form must be completed and submitted to NFBPA in order for you to be listed in the conference program.***

*Note: Form must be submitted as a Word document and e-mailed as an attachment to [dan@pizzazzevents.com](mailto:dan@pizzazzevents.com).*