

2024 Spring Conference Speaker Resources

*All session topics have been finalized for the 2024 Spring Conference.

If you have a confirmed topic, please use this page to help guide you along the way. We hope this information will help make your speaking experience smooth and enjoyable. You, the speakers, make this annual conference a great educational experience for school business officials throughout Missouri.

Deadlines

Session Details	January 31, 2024
Speaker Bio and Pic	February 28, 2024
Presentations	March 31, 2024
Session Details	January 31, 2024
Title, description, learning objectives	

AV Equipment & Setup

Below is a detailed list of the audio-visual equipment that will be provided in the breakout rooms:

- AV Table with Power
- Projection Screen
- LCD Projector
- Microphone – if more than one is required, please email Kim Mulvaney, kmulvaney@moasbo.org

***Presenters must bring their own computer, presentation, and any other equipment they may require, such as a presentation clicker.**

Presentation Guidelines and Recommendations

- To provide attendees access to session information before the conference, we ask that you submit your presentation by Friday, April 12, 2024. MoASBO will post presentations within our conference app.
- The 2024 Annual Conference presentation template is available [HERE](#).
- Presenters are responsible for printing any handouts you would like to have available onsite. If you would like to have your handout uploaded and available through the conference app, please email it to kmulvaney@moasbo.org.
- The number of slides in your presentation is not limited but we recommend no more than 15-20 slides for a 50-minute presentation.
- Limit the amount of information on a single slide.
- Use large font. Remember, those sitting in the back of the room should still be able to read the slide
- Create slides to highlight your presentation not to duplicate exactly what you will say.
- Be sure to include your contact information on the last slide of your presentation to allow attendees to contact you with follow-up questions.

Speaking Tips

- Adult learners bring experience to any learning situation. They like to draw on their personal and professional experiences. You may want to ask about their experience. “How many of you are familiar with XXX?” “Do you have experience with XXX?”
- Adults prefer not to sit through a lecture. Don’t read your slides to the audience. They like to be engaged in their learning; not just listening, but doing.
- Repeat questions from the audience before answering so all attendees can hear the question and benefit from the Q-and-A section.
- Use the microphone, you may think that you have a voice that carries, but those sitting in the back of the room should still be able to hear you.
- Please keep track of the time; you have 50 minutes from the scheduled start time of your presentation to complete your session and answer audience questions.

Lodging Information

All speakers are responsible for their lodging accommodations and travel expenses unless otherwise notified by MoASBO. MoASBO has secured discounted room nights at this [link](#).

Questions, please contact Kim Mulvaney, kmulvaney@moasbo.org, 417-693-2981.