



OHIO PROGRAM EVALUATORS' GROUP
Spring Exchange

GUIDELINES FOR SPEAKERS, PRESENTERS, AND MODERATORS

The OPEG Spring Exchange provides a forum for OPEG members to present their research and evaluation work to colleagues statewide. It also offers a valuable opportunity to network and socialize with evaluators and other professionals working in various fields and disciplines.

The OPEG membership is diverse, ranging from novices to experts who typically work in the following disciplines:

- Education
- Mental/Behavioral Health
- Substance Abuse Prevention/Treatment
- Criminal Justice
- Law Enforcement
- Child and Family Services
- Workforce Development
- Social or Human Services
- Health/Public Health/Health Care

The Spring Exchange uses two formats: a Keynote Session and Breakout Group Sessions.

- In the *keynote session*, a speaker makes a short presentation followed by a question-and-answer period.
- In the *breakout group sessions*, several speakers present simultaneously to smaller groups of conference attendees, with a question-and-answer period following the presentations.

The following guidelines for keynote speakers, breakout group presenters, and moderators are designed to help the OPEG Spring Exchange run smoothly. Thank you for following these guidelines. They are based on evaluation evidence from previous conferences, and hopefully they will help to make this a more rewarding and educational experience for all those participating!

Prior to the Conference:

1. Consider making your presentation available on the OPEG conference website. For presenters interested in posting presentations and other materials to the website, clearly indicate to OPEG (through email or some other written documentation) what parts of your presentation/handouts can be posted on the website. Those materials will be posted *after* the conference.
2. Communicate any audio-visual needs for your presentation to OPEG at least *one month* in advance of the conference.

At the Start of the Conference:

1. Upon your arrival, make yourself known to an OPEG program committee member who will help get you oriented to the specifics of your session, such as the location, equipment availability, etc.

2. There will be technical assistants available throughout the conference. If you have questions about audio-visual equipment setup, or any other technical issues or needs, please make the technical assistants or an OPEG program committee member aware before the start of your session.

During Your Session:

1. Please be certain to reserve time at the end of your presentation for a question and answer period.
2. Introduce any handouts you have (including explaining how/if they are different from the actual presentation) at the beginning of the session. Otherwise participants will be distracted as they flip through their materials looking for the handouts.
3. Following your presentation, your moderator will open the question and answer period and then allow you to manage the questions.
4. *Open discussion and the opportunity for others to share their own experiences are an important element of the OPEG Spring Exchange. It is also important that attendees have the opportunity to reflect upon how the information you present applies to the work they do, which may best be accomplished during your question and answer period.*
5. Your session moderator will hold up signs to let you know when you have 15 minutes, 10 minutes and 5 minutes remaining for your presentation.
6. Please end the question and answer period **on time** so participants may move on to other sessions.
7. If you have more material than you can present within the given timeframe, consider bringing handouts for participants to review at a later time.

For Keynote Speakers Only

1. Ensure that you sign and return the written contract drafted by OPEG for presenters, which will outline the amount of compensation, if any, being offered to you, what materials you will provide for the conference, and any other anomalies of the relationship.
2. Provide your OPEG contact with any handouts you intend to have photocopied and make available to participants.
3. If your presentation uses PowerPoint slides or other electronic files, you may optionally email them to your OPEG contact about a week before the conference. If you are bringing your own laptop, make sure you have an extra copy of the slides on floppy disk in case of incompatibility of equipment at the conference venue.
4. Make an OPEG program committee member aware of any intention to advertise or sell products. Although OPEG cannot actually do the selling or be responsible for any materials, we will work with you to find a time during the program that you can sell/sign your products.

For Breakout Session Presenters Only

1. Make copies of any handouts you intend to make available to participants prior to the conference. OPEG has limited resources for photocopying conference-related materials.

For Moderators Only

1. Start the session on time. *Do not wait for stragglers.*
2. Introduce the presenter briefly – 3 to 5 minutes maximum, using the biographical information provided in the conference packet.
3. Please assist with distributing handouts/materials as needed.
4. The presenter's session length will be negotiated with OPEG. You will be responsible for finding out the anticipated session length, keeping track of session time carefully, and holding up a sign to warn the presenter when they have 10 minutes left. Do not break into their presentation verbally. Hold up a sign again at 5 minutes.
5. When the scheduled time for the presentation period has concluded, please politely end the presentation by announcing time for questions and answers. Be firm. You may begin taking the questions, but then let the presenter take over.
6. During the question and answer period, hold a sign up again to warn the presenter when they have 5 minutes left.
7. When the session time has finished, thank the presenter and participants.

For information on your registration, accommodations, travel arrangements, and/or session details, contact:

Name of Contact: Shon Bunkley, OPEG Board Vice President

Address: 300 E. Broad St., Ste. 490, Columbus, OH 43213

Tel: 614-224-5917, ext. 104 (office), or 216-224-7074 (cell)

Email: sbunkley@communityresearchpartners.org

Note: *This individual will be a contact in addition to your primary contact.*