

Ground Rules for Presenters in CoC Committee Spaces

To ensure presentations are clear, accessible, and respectful of everyone's time, all presenters are asked to follow these ground rules:

1. Start with Introductions

- Say your name, the pronouns you use (e.g., she/her, they/them), and your organization or role.
- If others are presenting with you, introduce them too.

2. Set the Stage

- Let everyone know what you'll talk about at the beginning of your presentation.
- Use simple and easy-to-understand language to describe your topic.

3. Keep It Clear and Accessible

- Speak clearly and avoid using jargon or technical terms unless you explain them.
- If you use acronyms, say what they mean the first time (e.g., "CoC means Continuum of Care").

4. Share Resources

- Drop links to reference documents, presentation slides, and other important materials in the meeting chat.
 - You can send links to the Homebase meeting facilitator
- If possible, make your slides and materials screen-reader friendly by including alt text for images and using accessible fonts.

5. Encourage Participation

- Pause during your presentation to check if people have questions.
- Create space for committee members to share their thoughts or ask questions at the end.

6. Respect Time Limits

- Keep your presentation within the time given so there's enough time for discussion and Q&A.
- If you're running out of time, summarize your key points and offer to share follow-up details.

7. Be Open to Feedback

- Be ready to clarify or explain further if something isn't clear.
- Listen carefully to questions or concerns and respond respectfully.

8. Be Inclusive

- Use examples or stories that are relevant to a diverse group of people.
- Avoid language or imagery that might exclude or harm others.

9. Prepare for Accessibility Needs

- If you're using visuals or slides, describe them briefly for anyone who might not be able to see them.
- Be mindful of participants who may need more time to process information or ask questions.

10. Wrap Up with Next Steps

- End your presentation by summarizing the key points and highlighting any actions you're asking the committee to take.
- Let people know how they can follow up with you if they have more questions or need more information.

By following these ground rules, you'll help create a positive, inclusive, and productive experience for everyone in the meeting.