

2024 MCN & MCF Joint Annual Conference

Presenter Playbook



Your session has been accepted as a breakout session at the 2024 MCN & MCF Joint Annual Conference. Congratulations!



MINNESOTA COUNCIL
ON FOUNDATIONS

ABOUT THE 2024 JOINT ANNUAL CONFERENCE

For the first time since 2012, the Minnesota Council on Foundations and the Minnesota Council of Nonprofits are partnering to host the largest gathering of nonprofit and philanthropic professionals in Minnesota! The 2024 MCF & MCN Joint Annual Conference features two days of learning, relationship building, solution development, and celebration. Our theme will be **Mosaic: Meaningful Collaboration in a Complex World.**

CONFERENCE LOCATION AND SCHEDULE

Location: Saint Paul RiverCentre, 175 Kellogg Blvd, St. Paul, MN 55102

- Thursday, October 10, 10:00 a.m. – 5:15 p.m.
 - Keynote, 3 breakout sessions, peer roundtable lunch rooms, social hour
- Friday, October 11, 8:45 a.m. – 2:45 p.m.
 - Keynote, 2 breakout sessions, Nonprofit Mission Awards Ceremony Luncheon (Conference activities conclude at 2:45 p.m. for those who observe Yom Kippur.)

AUDIENCE AND GOALS

Attendees are joining MCN and MCF to consider individual, organizational, and sector-based actions that can build connection, increase cooperation, and expand our missions' impact across the state. The conference planning committee selected your session with the understanding that you will prepare a dynamic session that encourages the audience to shift the way they think about their role in their sector, build new relationships, and acquire timely tools and skills to increase impact within Minnesota.

We anticipate 1,300 attendees representing the nonprofit, philanthropic, and public sectors and our allies. Because of the statewide nature of the conference, we expect that attendees will represent both large and small grassroots organizations from the Twin Cities and Greater Minnesota. Please think carefully about your message's pertinence to individuals from varying



MINNESOTA COUNCIL
ON FOUNDATIONS

geographies, activity areas, subsectors, and lived experiences.

Attendees will bring a vast range of experience and expertise from emerging to senior leaders. Please, plan to invite that resource of knowledge into your session as it feels right to you. And at the same time, please know that many of our attendees seek to hear your wisdom. Thus, please try to ground folks in the type of engagement they can anticipate. If you are uncertain about attendee experience, it may be useful to provide a quick “beginner level” introduction followed by deeper “advanced knowledge” that will challenge attendees to learn and grow.

IMPORTANT DATES

For each deliverable below, please contact Khin Oo, MCF Program Manager, koo@mcf.org or 612 335-3558.

By Friday, April 19: Please confirm that you accept this invitation to present at the conference. If we don't hear from you, we may fill your slot with another session.

By Friday, August 2: Please send the following:

1. A final session description, 125 – 150 words (if there are edits from your proposal)
2. Name, title, affiliation and email for each presenter (maximum of 3 people)

Note: The title and description you submitted may be used between now and August 2 as “placeholders” on marketing materials.

September 10, 9am – 10am or September 11, 2pm – 3pm: Join a virtual “presenter prep call” with MCF and MCN staff prior to your presentation. This is mandatory for at least one presenter per session and recommended for all presenters.

By September 26: Please submit your PowerPoint and/or other attendee materials such as resources or web links. Unless requested, these items will be shared electronically on the event website. If you will not have a PowerPoint or other materials, please let us know.

On the day of your session (October 10 or 11): Please arrive in your assigned room 20 minutes prior to your session to check-in and set up for your presentation.

CONFERENCE REGISTRATION IS FREE

We will automatically register up to 3 presenters/facilitators per session based on the names provided on your proposal. These individuals will be registered for the full event at no cost. We hope that presenters will take advantage of this great opportunity to attend the full conference and to interact with other attendees over the course of the event. Parking, transportation, and lodging will remain the responsibility of presenters and attendees.



MINNESOTA COUNCIL
ON FOUNDATIONS

HONORARIA FOR PRESENTERS

We recognize that each presenter has an individualized ability to take time to present at this conference.

We strongly encourage funders/grantmakers to offer a speaking honorarium to your session co-presenters who are not affiliated with a grantmaking institution. In general, this would include community representatives and nonprofit representatives. Please talk with your non-foundation-speakers to find out their needs.

Alternately, breakout presenters may select to receive a stipend through MCN/MCF. If you would like to receive a stipend, please send an invoice and your W9. Each presenter is eligible for a \$75 stipend, with a maximum stipend payout of \$225 per session. Requests for stipends are due to Khin Oo, koo@mcf.org, no later than October 12, 2024.

PRESENTATION EXPECTATIONS

Please follow these recommendations as you prepare your session:

- Adult Learning Styles: Please consider the multiple ways that adults learn. Allow for [well-planned interaction](#) among the attendees. If you're hosting a panel, please read this short [blog about effective moderators](#).
- Please allow time in your presentation for questions and answers.
- The best sessions are those where presenters freely share their expertise and do not promote a transactional relationship. If your session is strong, attendees may seek you out as a resource in the future, but the workshop should stand on its own as a complete learning opportunity.
- If you are a consultant or a business leader that sells services/products, and are co-presenting your session with a nonprofit leader, the nonprofit leader should not be speaking as a "testimonial" to your work. Please present in partnership with each other.
- Any collection of attendees' contact information must be done entirely outside of the workshop space; you may not collect this during the session.
- Presenters may not sell books/items/services anytime during the conference.
- We encourage you to publicize your session and recruit attendees before the conference through email marketing, social media, or other means.
- Copyright Policy: Please confirm that any images used in your PowerPoint presentations are not copyrighted. MCF and MCN are not responsible for any copyright infringement fines and will pass any infringement bills directly to you.
- All sessions will be evaluated by participants. We ask participants to rate the session and the facilitators on a 1-5 scale (1=extremely dissatisfied/5=extremely satisfied). These evaluations will be shared with you.

WORKING TOWARD A WELCOMING AND INCLUSIVE SPACE

MCN and MCF are committed to creating welcoming, inclusive, and equitable environments for learning and being that center people and growth, and actively work toward addressing and eliminating racism, bias, discrimination, harassment, and any form of harm while also creating room for healthy disagreement free of hate speech. Please carefully review your presentation to ensure it is sensitive and responsive to the many perspectives and experiences of conference participants. This includes, but is not limited to, examples, stories, tone, jokes, case studies, visuals, photography, videos, and pronouns. Think about the messages you are conveying — your intentions and impacts. We, MCN and MCF staff, will do the same, and will exercise humility when we stumble. Here are a few specific recommendations around inclusivity:

- Plan and present a session that meets [Universal Design Principles](#).
- When you introduce yourself, consider providing a physical description of yourself for participants that may have low or no vision.
- Please use a microphone when speaking, for accessibility and clarity. During Q&A, repeat into the microphone all attendee questions.

TECHNOLOGY

Each room will have a projector, screen, and microphone(s). Please bring your presentation loaded on your laptop. If you don't have access to a laptop, please contact us and we'll work with you on a solution. The projectors will connect to computers via HDMI cable. If your device doesn't have an HDMI port, please bring an adaptor. Please also bring a remote slide advancer, if you wish to use one. *Note: MCN and MCF will not print materials for any breakout sessions.*

ADDITIONAL DETAILS

The conference will take place in St Paul on October 10 - 11. Parking, transportation, hotel, and dining information will be posted on the conference website. Presenters are responsible for getting themselves to and from the conference and securing their own hotel accommodation.

You will have a Session Host to support you before and during your session. They will be available to help about 25-30 minutes before your start time.

THANK YOU

Minnesota's nonprofit and philanthropic sectors are stronger when we work together. Thank you for taking the time to share your knowledge, to connect with peers, and to increase impact across the state. We are thankful for your leadership at this conference.



MINNESOTA COUNCIL
ON FOUNDATIONS