

Guidelines for Brown Bag Lecture Series Presenters

The Instruction, Research, and Faculty Development Committee, in partnership with OTLE, is grateful that you have agreed to present your work for the Brown Bag Lecture Series.

Lecture Description

To help communicate with potential audience members and the media, and increase excitement about your upcoming presentation, we ask that you submit an abstract/description of what you will be discussing. The guidelines for this are as follows:

- There should be a descriptive, attention-grabbing title.
- It should be longer than a sentence or two, but a maximum of about 150 words.
- Be sure to use language that is accessible to any adult, regardless of their field or level of education. We want these presentations to be community-friendly and presented in a way that allows anyone in any discipline to understand and enjoy the material. A good description will use plain language, with little jargon or technical language, if possible.
- If applicable, briefly include where this material was presented previously or its original intended purpose.
- Briefly include information about the presenter (i.e., your name, area of study, and current professional title).
- Feel free to include any graphics that are relevant to the material that might help increase interest in the topic!

Lecture Event

To facilitate a smooth presentation, we ask that you consider the following:

- The event will last one hour and the presentation should include at least 15 minutes for questions and discussion. Note that it may take a few minutes for attendees to grab their lunch and get situated in the beginning.
- We are planning for roughly 20 attendees but will let you know if we expect more.
- Please frame your topic in such a way that it is accessible to a general audience, including campus and community members.
- You can expect that standard presentation technology will be available (computer station, projector, whiteboard, speakers for audio output). We recommend that you test out the technology in Cowan Hall 103, OTLE's Training Room, ahead of time. Reach out to OTLE for any assistance.