



STAR-Denver *Strategic Trusted Advisors Roundtable*

PRESENTER'S GUIDELINE

STAR-DENVER

OVERVIEW

STAR was founded to enhance the quality of new and existing business relationships by meeting with like-minded professionals at regular events. We ask selected members to speak at the meetings on a subject to educate and facilitate discussion among members and guests.

The presentation format is for the speaker to address a topic they know well but not necessarily directly related to their business. The presentation should not be a promotion of their business, but a sharing of their expertise and experience. Presentations should not be more than 20 minutes in duration and should include table assignments that will stimulate discussions and allow each person to share their personal viewpoint and experience. The speaker will facilitate a wrap-up that will include report-outs from each table as their findings and any closing remarks.

PROGRAM DESCRIPTION

Submit title and a short description of the program and table assignments to Bill Mortimore three weeks prior to the meeting date.

PROGRAM TIME LIMITS

PRESENTATION: 15 - 20 MIN

TABLE DISCUSSION ASSIGNMENT: 15 - 20 MIN

TABLE REPORT-OUT & WRAP-UP: 10 MINUTES

SCHEDULE

NETWORKING: 11:15 – 11:45

WELCOME/ANNOUNCEMENTS: 11:45 – 11:50

TABLE INTRODUCTIONS/LUNCH: 11:50 – 12:25

SPEAKER: 12:25 - 12:45

TABLE ASSIGNMENTS: 12:45 - 1:05

REPORT-OUT/WRAP-UP: 1:05 - 1:15