



## IOA 15<sup>th</sup> Annual Conference Committee Letter to Presenters

Dear 2020 IOA Conference Presenter,

Thank you and congratulations again for planning to offer a concurrent session at #IOA2020 in Portland, Oregon, USA.

Please review this email closely, and consider it an opportunity to set up presenters and attendees alike for success by making expectations clear from the outset. There are also important changes from years past that you will want to note.

### PLEASE NOTE:

- **Duration:** Concurrent sessions are **70 minutes**
- **Theme:** Each day is organized according to the conference theme. Your session has been intentionally assigned to a particular day in order to align with the theme.
  - **Monday: Innovation** - Developing new skills, techniques, and perspectives to push ombuds work forward
  - **Tuesday: Importance** - Honoring and exploring the power of the ombuds role for individuals and organizations
  - **Wednesday: Integrity** - Practicing as ethical ombuds and developing ourselves and others as authentic professionals
- **Descriptions:** Accurate designations help (a) presenters prepare sessions with a clear audience in mind (b) attendees set proper expectations for the sessions they attend (c) conference organizers make a full range of learning experiences available. Please be sure the format and level designations you indicated above align with the expectations below.
- **Format & Levels:** Presenters are expected to designate *Format Types* and *Content Levels* thoughtfully. These will be described and included in the program and used by participants to determine which sessions to attend.
  - **Expectations for Format Type:**
    - *Topic Presentation* - Designed to convey topical knowledge to participants through lecture by subject-area expert(s)
    - *Workshop* - Designed to collaboratively engage participants around a particular problem or question, and build new knowledge together in a structured way
    - *Training* - Designed to train participants in a particular technique; to transfer a specific skill or set of skills
    - *Knowledge Forum* - Designed for a small group of expert presenters (3-6) to discuss a specific topic from different perspectives in front of a participant audience; facilitated yet intentionally open-ended, with a robust



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*Q&A component (aka, roundtable or panel discussion)*

- **Expectations for Content Level:**
  - *This designation indicates what level of pre-existing knowledge of or experience with the session's general content a presenter will presume of attendees. This is a baseline--it does not mean that attendees with a different level of knowledge are unwelcome. Presenters are expected to prepare content at the appropriate level. For example:*
  - *Emerging - Presenters can expect that attendees are entirely new to or somewhat familiar with the session's general topic. Basic terms, concepts, and contexts may need to be defined or explained. Session will aim to provide a solid introduction to the content.*
  - *Established - Presenters can expect that attendees are comfortably familiar with the session's general topic, having considered or experienced it before. Session will aim to deepen or complicate attendees' existing understanding of or skill with the specific content.*
  - *Experienced - Presenters can expect that attendees are very knowledgeable about or experienced with the session's general topic. Session will help attendees analyze, critique, or reinterpret the content with nuance and sophistication.*

Please plan to execute your session accordingly. Please contact the IOA office if you need to change your session designations, have questions, or require the support of any kind.

Thank you again for your interest in and contribution to our event. If you have any questions or need any additional information, please contact IOA staff at [info@ombudsassociation.org](mailto:info@ombudsassociation.org) or +1 (206) 209-5275.

See you in Portland,

IOA Conference Committee

### **Additional Links & Resources:**

- [Presenter Preparation Kit](#)
- [Become an IOA Member](#)
- [Register for Conference](#)
- [Book Your Hotel Room](#)



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