



DATE: May 1, 2015  
TO: 2015 Spring Colloquium Presenters  
FROM: Patty Park, MAL Program Coordinator  
RE: **Colloquium Presentations**

The Master of Arts in Leadership Colloquium will be held on **Wednesday, June 10 from 5:30 through 8:00 p.m.** We will start with hors d'oeuvres and social time in the Oren Gateway Center lobby. At 6:20 p.m. the presentations will begin in two or three Oren classrooms simultaneously. The evening is divided into 20-minute time slots. Audience members choose to attend one presentation for each time slot and can move to a different room between presentations. Each presentation should be kept strictly to 15 minutes so that audience members have transition time. Please let me know immediately if you will not be presenting this year.

The MAL program invites current students, faculty, and alumni to this event, and you are also encouraged to bring guests.

**I need three things from each of you:**

**1. Send finalized information for the written program to me by Tuesday, June 2.** Please Send by e-mail (parkp@augsborg.edu) the following:

- **The name of your adviser, your reader, and the title of your paper.**
- **The abstract of your paper** to include in the program. **You must get your abstract approved by your adviser before you submit it to me.** It can be a "working version" rather than the final abstract that will be part of your paper, but it must be well-written and free of errors. **Maximum length: 175 words**

**2. Let me know by Tuesday, June 2 whether you plan to use PowerPoint in your presentation.**

The use of PowerPoint is optional. **If you plan to use it, send your PowerPoint to me as an e-mail attachment by Monday, June 8.** (You can still send revisions of your slides later.) I will gather the PowerPoints into an electronic folder that we can access in the presentation rooms. As back-up, please bring your presentation on a thumb drive on June 10. Photocopied handouts of your slides are optional. We will use the computers and data projectors that are in the rooms.

Presenters who plan to use PowerPoint should come to Oren Gateway Center 100 at 5:00 p.m. on June 10. We can check to make sure that everything is in order for your PowerPoint slides.

**3. Make reservations by Tuesday, June 2 for your guests** so that I can make catering arrangements.

Shortly before the event, I will send a schedule listing the location and time of your presentation. I have enclosed a checklist and a brief outline to help you prepare for the evening. If you have questions regarding the presentation or any other aspect of the evening, please call me at 612-330-1150 or email me at parkp@augsborg.edu.

Thank you, and best of luck on your project!

## **Checklist for 2015 Spring Colloquium Presenters**

Here is a summary of the information needed by the MAL office.

### **Upon receiving this letter:**

\_\_\_ Inform Patty Park if you will not be presenting this year.

### **By Tuesday, June 2:**

\_\_\_ Send finalized information for the written program.

\_\_\_ The name of your adviser, your reader, and the title of your paper

\_\_\_ An abstract of your paper that has been approved by your adviser  
(maximum of 175 words)

\_\_\_ Inform Patty Park about whether you plan to use PowerPoint in your presentation (parkp@augsborg.edu).

\_\_\_ Make reservations for your guests.

### **By Monday, June 8**

\_\_\_ Send your PowerPoint presentation to Patty Park as an e-mail attachment. (You can send revisions later.)

### **On Wednesday, June 10 at 5:00 p.m.**

\_\_\_ If you are using PowerPoint, come to OGC 100 to make sure that everything is in order for your PowerPoint slides.

E-mail: parkp@augsborg.edu

Phone: 612-330-1150

# INDIVIDUAL PRESENTATION FORMAT

## A. INTRODUCTION

- INTRODUCE YOURSELF
- ACKNOWLEDGE ADVISER

## B. TOPIC:

- EXPLAIN WHY YOU CHOSE YOUR TOPIC
- HOW IS YOUR TOPIC RELEVANT TO LEADERSHIP?

## C. OVERVIEW OF YOUR PAPER

## D. SUMMARY/CONCLUSIONS

## E. QUESTIONS