Thank you agreeing to share your League’s water work at the LWV Water Workshop!

The lightning round will consist of a series of seven speakers, each presenting for six minutes. All presenters will present and then we will have a panel question/answer session. Please use the LWV template we provide – 12 content slides + a title slide. This is the format for these six-minute talks:

* 12 PowerPoint slides, 4:3 aspect ratio. A template is attached. We will be setting the slides to advance every 30 seconds on auto timer to make it easier to stay on schedule. Do not worry about adding this feature to your presentation, we will do it when we load them before the meeting.
* Please use the template’s standard title slide for each presentation – that slide is “free” (not included in your 12) and untimed.  Your talk begins with your first timed slide.
* No animation, effects, elements, audio, or video.  Design your talk around 12 static slides.  You may repeat a slide if desired. You may use any tool you wish to design your slides, so long as the end result is 12 static images 4:3 (1024 x 768 pixels).

 I’ve attached the PowerPoint template set with the proper aspect ratio, etc. Please place your content into this template and return it to me by June 18.   If you need help with this, please let me know by May 31. I can help you get it set up in the format.

I would also ask that you send me the following information as you would like it to appear in the program and our promotional materials:

* Name,
* A short bio,
* League you represent,
* Presentation title, and
* A three-sentence description of the presentation

I hope that you will be able to join us, and please let me know if you have any questions.

Sincerely,