

Humanities Moments Criteria: The content and format of the presentation is intentionally broad. The goal for each presentation is to showcase your personal connection to the humanities and what they mean to you.

- **15 minutes** are provided for the Humanities Moment. If additional time is needed on the agenda permission should be requested from the Board Chair at least 3 weeks before the meeting.
- Presenter must be present for the tech run-through.
- If applicable, provide staff with a list of materials needed for the presentation at least 2 weeks in advance of the meeting.
 - If your presentation includes a PowerPoint please send these slides to staff for inclusion in the master deck at least one week before the meeting.
- Any costs associated with the presentation must be approved (there is not a budget line item for this)

Timeline:

- **By August 9th 2016** – Submit any written or printed materials needed for the Humanities Moment to staff
- **By August 19th 2016**– Provide staff with PowerPoint slides and list of any other materials needed for the Humanities Moment (i.e. speakers, pens/pads, markers etc.)
- **Night before/morning of BoT meeting** – Presenter is available to attend the tech run-through, if applicable.