

Academic Senate Presentation Guidelines

To ensure effective, accessible, and well-organized presentations at Academic Senate, please follow the guidelines below when preparing your materials and presenting.

1. Submission of Materials

- **Submit your slide deck in PowerPoint or Google Slides format (.pptx or link) to Karen Lamb (klamb@santarosa.edu)**
 - This is required for presenting during the meeting (Friday prior to Senate meetings by 12pm)
 - Do not submit PDF-only presentations
 - The Academic Senate AA will convert your file to a pdf for posting, and we need to use the actual slide deck for the live presentation
 - The AA will ensure your slides are queued and ready to present
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2. Accessibility Requirements

All presentation materials must meet basic accessibility standards:

- Use **minimal text per slide**
- Ensure **strong color contrast** between text and background
- Avoid overcrowding slides with dense content
- Use readable fonts and sufficient font size
- Consider alt text or descriptions for key visuals when appropriate
- [This Microsoft Support Page highlights how to make accessibility-centered presentations](#) and we will also include example presentations in the near future

If you have supplemental materials, please provide separate documents rather than overloading slides.

3. Presentation Time and Scheduling

- The Senate President will assign your **time slot and presentation length**
 - Please plan on leaving some of your allotted time for questions related to your topic (~20% of total time) *if you are presenting via zoom, please email us asap*
- Be aware that meetings may run **ahead of schedule or behind**, so timing may shift slightly. We recommend you arrive at least 15 to 20 minutes AHEAD of your scheduled slot, and we will do our best to stay on schedule
 - Reports and Information Items are always near the start of the meeting
 - Items related to Action and Discussion topics come later in the meeting