



Presenter Information + Guidelines

Without the generous support of friends and volunteers, MANP education programs would not be possible. MANP programs are designed to provide nonprofit leaders, staff, board members, and volunteers with the necessary knowledge and skills to help their organizations thrive and become more effective in the communities they serve. MANP is always eager to explore new partnerships and program ideas and we rely on the feedback of our members to ensure we are providing them with the tools and information that matter to them.

Expectations

To present a MANP training is to be a partner of MANP. We greatly value our partnerships and aim to make them meaningful for all involved. MANP asks that all presenters agree to the expectations put forth which serve as the foundation for a successful collaboration.

- Align with MANP's values in the design and delivery of education programs
- Learn about the breadth of tools and resources offered by MANP including [*Guiding Principles and Practices of Nonprofit Excellence in Maine*](#), which serves as the foundation for our education program
- Respect the knowledge, experience and time of staff members', as well as MANP goals for educational programming
- Commit to preparing in advance,, ensuring content matches the description and intended audience, reviewing the list of registered participants and considering how to provide valuable information and a positive experience to all attendees
- Provide any presentation materials to MANP a minimum of two weeks prior to training for feedback and approval.
- Adhere to best practices around accessibility and inclusivity

Etiquette

By agreeing to partner with MANP, presenters agree to follow a common set of standards at MANP trainings:

- Arrive on time - at least 30 minutes prior to the start of the training
- Come prepared with materials, adapters, and equipment
- Clearly communicate the agenda and structure of the training at the start
- Make sure participants can see and hear before diving into the agenda and make any necessary adjustments right away
- Respect the diversity of individuals and organizations in attendance
- Summarize key points and consider the implications for participants spanning different cultures, organizational stages, affiliations, roles, experiences, etc.
- Manage time appropriately (i.e. don't end early, don't go too long, or skip breaks)
- Allow for multiple breaks for the comfort of participants (10-15 minute break/activity/movement for every 60-90 minutes of content)
- Provide opportunities for active participation and discussion amongst participants
- Respect the knowledge of the participants, balance time for them to share their own perspectives or suggestions with others and moderate discussion to ensure all voices are heard
- Give thoughtful consideration in the development of training materials to ensure they are accessible to all individuals.

Presenters are required to limit promotion of themselves and their businesses to their introduction and to handouts. Presenters may provide contact information in handouts, share business cards, and invite participants to contact them with follow-up questions related to the training. We request that presenters not use the participant contact list to solicit work.

Pre-Training

Titles + Descriptions: MANP staff will use the information from proposals to finalize training titles and descriptions with presenters. Information on the proposal form should be submitted as requested. MANP reserves the right to edit descriptions and titles and will share final copy prior to posting publicly.

Audience: Participants who attend MANP trainings are at different stages in their careers. Additionally, they represent organizations that are diverse in size, geographic location, and mission type. Presenters are asked to carefully consider the best intended audience for their training in terms of experience level (novice, intermediate, advanced). Presenters are also asked to define their preferred class size.

Presenter Bios/Yellow Page Listings: Presenter bios will be collected as part of the proposal process and will be used on our website as part of the marketing and promotion of trainings. It is the responsibility of the presenters to provide updated bios and any other relevant information for use in MANP communications.

Presenters who are Friends of MANP and have Yellow Page listings on the MANP website should make sure their listings are up-to-date as we will link to the listing in event promotions. For more information about membership and the Yellow Pages, please contact our [Membership Manager](#).

Marketing + Enrollment: MANP will promote trainings through various channels and manage registrations. Registrations vary by topic and location. Presenters are encouraged to share their trainings with their own networks and include links to the MANP website and/or the event listing wherever possible. In the event a training reaches capacity, MANP will notify the presenter immediately and start a wait list.

Communications: MANP staff will handle all direct communication with participants, venues, and vendors preceding and in follow-up to the training. Presenters are included on all communications with participants including regularly scheduled reminder and follow up emails.

At the start of each training, a MANP staff member will provide a brief introduction of and welcome to the presenter.

Cancellations + Inclement Weather: MANP reserves the right to cancel training at any time. We will cancel or reschedule 2-3 weeks prior to the session if enrollment is low; fewer than 8 participants. If a presenter requires a minimum number of participants for their session, that should be indicated in their proposal.

If the presenter needs to cancel for any reason, MANP should be notified as soon as possible so arrangements can be made.

Whenever possible, we try to be proactive in cancelling events due to inclement weather and will be in touch with presenters to discuss options. In the event that weather is questionable the morning of an event, a MANP staff member will be in touch with the presenter to discuss a plan.

Logistics, Room Set Up + A/V Needs: MANP relies on the generosity of our partners and members to provide training spaces at little to no cost to help keep registration fees low. Training sites vary widely with regard to technical accommodations. We assess both A/V needs and room set-up preferences when creating the trainings schedule. It is responsibility of the presenter to confirm their A/V needs with MANP staff a minimum of 2 weeks prior to the training.

Handouts + Visual Aids: MANP will provide its logo to be included in training materials as requested. We appreciate the acknowledgement that the training is being offered in partnership with MANP.

If provided at least three business days prior to the training, MANP can print handouts and materials in *black + white only*. Presenters are encouraged to provide handouts that have added value to the participants. In order to reduce printing and wasted paper, presenters should carefully evaluate which

items are necessary for the training before sending them to MANP. Handouts and presentations are provided via email to participants immediately following each event. Any proprietary material should be clearly labeled with the presenter's name and copyright information.

MANP will provide nametags, participant lists, and evaluations for all trainings.

Day of Training

Arrival + Set Up: MANP staff will arrive at the training site a minimum of 45 minutes prior to the start time. It is preferred presenters arrive no less than 30 minutes prior to confirm room setup and test A/V.

Training + Presenter Evaluation: MANP evaluates all trainings and events using a standard process to gather feedback. Participants are asked to complete an evaluation and the on-site MANP staff member will complete an evaluation of the presenter. MANP will share a summary with the presenter within two weeks following the training.

Training Follow Up

Travel Reimbursement: Upon request, MANP will provide presenters with reimbursement for their travel expenses at the current federal rate (54.5 cents per mile as of January 1, 2018). In order to process payment, we require an invoice and a W-9. Reimbursements will be processed after the event.

Thank you!

Thank you for taking the time to review MANP's Presenter Information + Guidelines. Please keep this information for your reference.