

National Conference on Philanthropic Planning Tips for Lab and Case Study Sessions

Remember the goals and essential characteristics of lab and case study sessions.

- The goal of **lab** sessions is to have attendees produce a product they can use in their own work environments.
- The goal of **case study** sessions is to engage attendees in analysis of one more detailed cases, in order to teach them a process that they can use in their own work environments.
- Essential characteristics of these sessions include:
 - A paper by the presenter(s) that sets up the situation and provides background information, but leaves space for attendees to develop their own conclusion (product/process). Papers must be submitted by September 1.
 - A presentation that includes significant interaction with the audience. In larger rooms, floor mics will be provided and tables/chairs will be set to maximize opportunities for interaction.
 - These sessions may include discussion or work in small groups.
 - These sessions may require homework—e.g., reading before the session, bringing specific documents from attendees' workplaces.

Tips for a successful session

If your session includes small group interaction, please plan carefully, keeping the maximum number of attendees in your session in mind. If your session is selected for presentation at the conference, PPP staff will tell you the number of attendees your meeting room will accommodate, and discuss the room set-up with you.

A certain amount of time is required to explain the logistics of the session, and to allow groups or individuals to report on their discussion (if you plan to include this type of reporting). Please be sure that the amount of material you cover will fit in the time available.

You are encouraged to test your session on a planned giving council or other professional group before the conference. These test runs are especially valuable for labs and case studies.

You have the option to ask attendees to complete “homework” before the conference, or to bring documents with them from their own programs. Be aware, however, that attendees often do not select the sessions they will attend until they arrive at the conference, and they may not come to your session with homework in hand.

Handouts are generally discouraged at the conference. As much as possible, you should include essential material in the paper you submit for the conference proceedings. Attendees can be notified to bring your paper to the session, if you feel that is necessary.

In limited cases, lab and case study presentations may require more than the typical 60-minute presentation time. If you feel your presentation needs more time, please note this in your abstract, and the conference committee will consider whether the session may be extended.