Preparing Action & Information Items and Accomplishments

Instructions for Completing Action Items:

Action items should be plans or intended actions arising from a committee that <u>need to be approved</u> by AEA and/or ASRED. The pieces should be short and to the point. Remember, less is more. With eight committees submitting information and action items, your action item could get lost if combined with many others.

1. Use the first section of the template 2013 Information Item Format.ppt to create your information items.
   a. **Slide 1:** Add committee name
   b. **Slide 2:** Add title of action item, background, committee involved, and timeline.
   c. **Slide 3:** List the title of information item at the first bullet. If more information items exist, list the title of the next information item.
   d. **Additional slides for additional information items:** Duplicate slides 2 and 3 for each information item. To duplicate, go to Home, New Slide, Duplicate Selected Slide.
2. A sample information item is posted to the PLN website.

Instructions for Completing Information Items:

Information items should be those pieces of information arising from a committee that <u>need to be communicated</u> to AEA and/or ASRED. The pieces should be short and to the point. Remember, less is more. With eight committees submitting information and action items, your information could be lost if combined with many others.

1. Use the first section of the template 2013 Action Item Format.ppt to create your information items.
   a. **Slide 1:** Add committee name
   b. **Slide 2:** Add title of action item, background, committee involved, action requested, and timeline.
   c. **Slide 3:** List the title of action item at the first bullet. If more action items exist, list the title of the next action item.
   d. **Additional slides for additional action items:** Duplicate slides 2 and 3 for each action item. To duplicate, go to Home, New Slide, Duplicate Selected Slide.
2. A sample action item is posted to the PLN website.

Instructions for Submitting Finished Information and Action Items:

Once all action and information items have been created:
1. Save the slides to a file titled with your committee abbreviation (e.g., PSD.ppt)
2. E-mail the slides to plnconference@gmail.com by 3:00 p.m. on Wednesday, August 21st.