

August 21-24, 2023

Preparing Decision, Accomplishment, & Information Items

Download the Template

- Go to the PLN website: <http://srpln.msstate.edu/index.html>
- Go to your committee on the “Committees” tab at the top of the page
- Look under “[Committee Name] Update Materials”
- Locate the 2023-2024 Decision, Accomplishments, & Information Template (PPT)
- Right click on the document and “save link as”
- Select the place you want to save the document.
- Open and proceed to create your content.

Prepare the Decision Slide(s): One slide per item

Decision items should be plans or intended actions arising from a committee that **need to be approved** by AEA and ASRED. The pieces should be short and to the point. Decision Items are **not required** if you do not have anything that fits the criteria.

- Use the Decision Items PowerPoint slide to create your decision items.
- Fill in the information using the bullet prompts (background, committee(s) involved, action requested, timeline)
- Keep all information for one decision item on one slide
- Do not change the fonts, colors, or styles as these must be combined from all committees
- Add additional Decision Item Slides if needed: To duplicate, right click on the Decision Item slide in the left sidebar and click “Duplicate Slide.”

Preparing the Accomplishment Slide – One slide per committee - Required:

Accomplishments should be a summary of key actions completed by the committee in the previous year that demonstrate the value of working together regionally. **Limit these to your top 3 items.**

- Use the Accomplishments slide – 1 slide per committee.
- Write short, concise bullets describing what your committee has accomplished together in the past year. This is not the place for individual state accomplishments, rather for committee efforts.
- Do not change the fonts, colors, or styles as these must be combined from all committees
- Only one slide per committee

Preparing the Information Slide – One slide per committee - Required:

Information items should be a summary of key Plan of Work items planned by the committee for the coming year that demonstrate the value of working together regionally. **Limit these to your top 3 items.**

- Use the Information slide – 1 slide per committee.
- Write short, concise bullets describing what your committee plans to accomplish in the coming year.
- Do not change the fonts, colors, or styles as these must be combined from all committees
- Only one slide per committee

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