

## **TPRO Suggestions: Caravan Hearings and Presentations**

The following are suggestions from the membership of Tennessee Publisher's Representative Organization (TPRO). The focus is on maximum effectiveness of district adoption hearings and presentations. These suggestions are shared in a spirit of goodwill to help districts maximize and streamline these proceedings for attendees charged with the important task of choosing curriculum materials.

### **Preparing for a Hearing/Presentation:**

- Notify TN Book Company via the Caravan website, with a minimum of two weeks advanced notice, which publishers your district is inviting to present at your scheduled caravan stop. This professional courtesy will allow publishers adequate time to coordinate travel arrangements with regional and national consultants.
- Inform publishers and TN Book Company of the number of attendees expected to attend: per grade level, per high school course, per content area (Science, Art, Music, PE, etc.) and the time frame for each presentation.
- Provide clear directions to the presentation location, unloading/entry instructions, and room number. Also, publishers would like to have access to enter the building a minimum of one hour prior to the start of the first presentation to allow for setup.
- For districts with large geographical areas, please utilize a central location.

### **Scheduling and Planning a Hearing/Presentation:**

- Only invite publishers with official, state-approved programs for each content area/grade band. On the TN Book Company caravan website, a drop-down menu will be provided to select publishers with state-approved programs.
- Allow adequate time for presentations. If your district's caravan is a full-day and you choose to invite all publishers with state-approved programs, please allow 45 minutes for each publisher. For districts with half-day caravan stops – if inviting three (3) publishers to present, a minimum of 60 minutes each is required; if inviting four (4) publishers to present, a minimum of 45 minutes each is required.
- Allow enough time for teachers to rotate from one presentation to the next. 10-15 minutes is optimum if the schedule allows. Having publishers assigned to setup in different rooms and remain in their respective room throughout various grade level presentations, with participants rotating between rooms, shortens the time needed between presentations.
- Take into account the time it takes publishers to unload/set up and allow for that. An hour before the first presentation is optimum.
- Avoid scheduling simultaneous presentations on the same subject at the same time. Committee members should not have to choose between two or more presentations for a subject in which they are responsible for a decision. In doing so, teachers leave better prepared to make informed decisions, having heard the spectrum of presentations.

- If presentations are after school and teachers are traveling, allow enough time for the teachers farthest from the presentation site to arrive prior to the first presentation.

### **Helpful Hints for Hearing/Presentation Planning:**

- If there are not enough rooms to have one assigned for each publisher, have at least two rooms – ‘swing rooms’ in which an active presentation is being delivered, while tear down/set up is taking place in the alternate room.
- Arrange to have all presentations in separate private areas (enclosed if possible) and on the ground floor.
- As a professional courtesy, settings should be such that publishers do not attend or hear presentations other than their own.
- As mentioned in the previous section, rotation of participants is preferable to rotation of presenters. It eliminates participants from having to wait while publishers move and reset between presentations.
- Outlets, extension cords, projectors, screen/blank wall, computers for flash drive use, whiteboards, internet passwords, etc. should be easily accessible whenever possible. Please notify publishers of availability in advance.
- 1 or 2 display tables should be available in each presentation area.
- Multiple accessible unloading/loading areas close to presentation areas are beneficial for shortening set up and tear down time. When raining, a covered unloading/loading area is appreciated.
- Please ensure that all presentation spaces are equitable between publishers of the same content area.
- Consider requiring attendance by anyone that has a part or vote in the decision-making process. Attendance will work toward a more informed decision.
- If publishers are using the district technology system, a tech support person should be on hand if possible.
- Participants should be expected to arrive for and stay for all of the presentations. Seeing every program will ensure an informed decision.
- Each district will have the ability to organize the order of presentations at their respective local caravan; however, TPRO reserves the right to alter the order of presentations as needed in order to accommodate tear down/travel/setup times between morning and afternoon destinations for publishers.
- If a district is holding presentations for more than one committee in the same time frame, avoid an overlapping schedule for any publisher that may need to present to multiple committees. Schedule so that the representative and all other essential company staff can be in all presentations where they are needed