

POB MEETING MATERIALS: GUIDELINES AND PRESENTATION TEMPLATE

POB PRESENTATION GUIDELINES

PURPOSE: In order to equip the Polio Oversight Board members with the information needed to facilitate effective decision-making and ensure productive dialogue, please use the following guidelines for your presentation to the board:

- ❖ *To allow time to focus on critical discussions where guidance, decisions and actions are needed from the POB, presentations will be kept brief. Please limit each presentation to 4 slides maximum, using the attached presentation template.*
- ❖ *Be specific in clarifying requests and decisions needed, including timeframes and ownership.*
- ❖ *Pre-reads may be used to provide further background on issues and implications, please keep materials concise. We ask that pre-reads are limited to 2 pages in length (plus annex if needed) or if a pre-read is in PPT that it's no more than 7 slides (plus annex if needed).*
- ❖ *To streamline the materials preparation process, please utilize existing materials for pre-reads where possible.*
- ❖ *Please keep in mind that presentations will be posted/circulated outside GPEI internal documentation.*

POB PRESENTATION TEMPLATE

Presentations should be kept to 4 slides maximum, addressing the following:

- ❖ *Summary of current status*
- ❖ *Key issues and risks*
- ❖ *Outline of challenges, progress since the last POB meeting, next steps*
- ❖ *Specific requests of the POB, including timeframes and ownership*

POB MATERIALS PREPARATION PROCESS

