**From:** Mark Dempsey <[mdempsey@collin.edu](mailto:mdempsey@collin.edu)>   
**Sent:** Thursday, June 13, 2024 1:35 PM  
**To:** Singletary, David S. <[david.singletary@fscj.edu](mailto:david.singletary@fscj.edu)>; Brauda, Pamela T. <[Pamela.Brauda@fscj.edu](mailto:Pamela.Brauda@fscj.edu)>  
**Subject:** Summer Working Connections lunch presentation

Hello, David and Pam –

Greetings from Summer Working Connections!

Thanks again for agreeing to give a short 20-minute presentation on **Tuesday, July 16** during our Summer Working Connections lunch hour.  As of now, we are expecting about 112 attendees, so you’ll have a good-sized audience.

A few quick notes and questions for you.

**\* RECORDING** – Are you okay with us recording your presentation to post on the NITIC grant YouTube channel to allow for wider dissemination?

**\* YOUR SLIDE DECK** – Would you be willing to send me your slides in advance of your talk so I can load them up on the podium laptop?  That often helps the transition run smoother as we go from the event slides to guest speaker slides.  ALSO, are you okay with us sharing a PDF of your slides to the Working Connections attendees? FRIDAY JULY 12

**\* TITLE** – For our event agenda, can you send me the title of your talk by Monday, July 1?

**\* HANDOUTS** – if you have any handouts for the attendees, we would need those by Monday, July 8.

**\* START TIME** – Typically, we let everyone get their food and get settled before we start the presentation around 12:25pm.  We ask that you wrap everything up by 12:50pm so event staff has time before the 1pm dismissal to make housekeeping announcements.

**\* ARRIVAL** – If at possible, try to meet me in the confernece room by 11:50am to make sure you’re comfortable with the set up and everything is working okay.  If that’s not possible, don’t worry, we can get that sorted out while everyon’es getting seated with their plates.