



Somerset VCSE Strategic Forum Guidance for Presenters

Thank you for agreeing to attend the Somerset VCSE Strategic Forum to deliver a presentation. The following notes are designed to help you make the most of this opportunity to communicate with your Voluntary, Community & Social Enterprise (VCSE) colleagues.

The Somerset VCSE was established early 2015 as a unique opportunity for VCSE Leaders from organisations representing a wide range of communities of identity, interest and place to meet with senior staff from public sector organisations including local authorities, health, LEP, Office of Police and Crime Commissioner, as well as private sector colleagues such as the Somerset Chamber of Commerce. The Strategic Forum is supported by Cabinet Office South West. Approximately 30 delegates attend the Strategic Forum.

The Forum is an opportunity for issues of common concern and interest to be debated, key strategies to be shared and cross-sector understanding, collaboration and co-production to be developed.

Format:

9.15am – 9.30am	Refreshments
9.30am – 12.00pm	Forum
12.00pm – 12.30pm	Networking

The Forum lasts for two and a half hours with half the time allocated to presentations and updates, and half to discussion, questions and round-table debate. Time is therefore quite limited and we are keen for presentations to be as focussed as possible so that useful debate is stimulated and presenters feel their contribution has been heard and understood.

- Powerpoint presentations should be emailed to Chris Phillips communities@somerset.gov.uk and the VCSE Strategic Coordinator one week before the Forum.
- Presentations should be no more than **five slides long**
- Think carefully about what your audience of largely voluntary, community & social enterprise organisations is going to get out of the presentation. What does this VCSE audience need and want to know?
- Keep it simple. Concentrate on your core message. What are the three key messages for the audience to take away?
- Are there particular issues or questions you would like the Forum to debate during the roundtable discussions? If so please detail these at the end of the presentation.

All papers and presentations will be posted on the Strategic Forum website a few days after the Forum so it is possible for you to produce a paper to accompany the presentation that delegates can read after the Forum.