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

Agenda Development: 6 Weeks Prior to POB Meeting

- Draft POB Agenda for SC feedback
- Request meeting materials (1 day)
- Review agenda and share feedback (5 business days)

POB Secretariat

Content Creation: ~5 Weeks Prior to POB Meeting

- Review draft meeting materials- will be added to the SC agenda for discussion. Requests for updates will be kept concise (4 business days)
- Draft meeting materials, limiting presentations to 4 slides and using existing materials for pre-reads as much as possible (1 week)

SC

Content Finalization: ~3 Weeks Prior to POB Meeting

- Share comments with presenters/pre-read authors for action (1 day)
- Incorporate SC comments into final materials (4 business days)
- Final review and approval of materials (3 business days)

POB

POB Chair review of final materials (3 business days, in parallel w/ SC final review)

POB Secretariat

POB Preparation: 2 Weeks Prior to POB Meeting

- Final materials shared with POB Secretariat
- Final materials circulated to meeting participants (2 weeks prior to meeting)
- POB member meeting preparation: materials review (2 weeks)