**Guidelines for the EnoMAX Table Top Exhibit**

On the Thursday evening during the final Agency visit, there will be a reception and dinner celebrating the students and Program year. Before and during dinner, the Team from each Agency will have the opportunity to highlight their EnoMAX program year. The audience for this presentation will include fellow students, Agency CEO’s, Agency and Eno Facilitators, other Eno staff and invited guests. Each agency is responsible for creating an oral or table top presentation to be displayed during the EnoMAX graduation dinner. These presentations can take many different forms. The table top will need to be staffed by at least one participant from the agency. The presentations are intended to showcase highlights and key takeaways of the work done during the EnoMAX program year. If the Agency Team choses to do an oral presentation, it should be limited to 10 minutes.

Creativity is encouraged.

Ideas for Content

* Introduction of the Agency
* Lessons learned and key takeaways during EnoMAX program year
* Overview of student business cases

Ideas for Displays

* Poster board
* Tri-fold board
* PowerPoint set up on a laptop
* Movie set up on a laptop
* Scrap book
* Physical artifacts, samples, or examples
* Brochures about your agency or major initiatives
* Quizzes or “Did you know?” activities

Other Information

* Detailed logistical information will be provided just prior to the final Agency Visit once the location is determined. This information will include;
  + Size of each agency exhibition area (table size, floor space, etc. )
  + Power source availability
  + Availability of room for setup prior to dinner
  + A/V availability (laptop, microphone, etc.)
* Exhibits can be printed on rigid self-supporting boards, such as a tri-fold alligator board. Certain tables may be able to be placed against a wall. The wall could then be used to affix exhibits that are not self-supporting.
* To avoid hassles traveling with your exhibit, consider printing at a shop in (Host agency city) ~~Nashville. Eno has identified a~~ [~~Fedex Office~~](https://local.fedex.com/tn/nashville/office-0752/?cmp=LOC-1001545-3-1-971-1110000-US-US-EN-GPLCOPYANDPRINT) ~~location a few blocks from the hotel (212 Broadway, Nashville TN 37201.~~