

Tips for Preparing for the Presentation

When scheduling the presentation, consider:

- What day and time will attract the most attendees? Try to avoid having it at the same time or immediately following another popular activity, especially if you think it will make it difficult for people to arrive on time.

When setting up the room, consider:

- Do you have the right technology to present the slides (i.e., laptop, projector, screen, power outlet, podium)?
- How much time will you need to set up the technology? Do you have a back-up plan if something like the projector or computer doesn't work?
- Will the room be accessible for people who have difficulty walking?
- Will people be able to see the screen from all seats? Should you print a few copies of the slides in case people can't see the screen?
- Depending on the expected size and preferences of the group, would it be best to have rows of chairs or have people sit around a table?
- Will you need room for an interpreter?

When preparing for and delivering the presentation, consider:

- Do you have a plan for people who are unable to see or hear well or who have difficulty writing?
- What's the best way to distribute the handout packets? Try to hand them out before you get started to avoid taking time away from the presentation itself.
- What will you do if there is not an even number of people for pairing up during the activities?
- How will you keep track of time during an activity?
- Following an activity, how will you reconvene the audience?
- How will you handle questions? Do you want people to ask questions at any time or wait for set breaks in the discussion? Should people raise hands or just call out?
- Remind attendees to turn off or silence their cell phones.

Checklist of items to bring:

- Copy of the speaker notes
- Any equipment for projecting the presentation
- Enough copies of the handout packets for every attendee, plus a few extra for those who want to take an extra to share with a family member or friend
- Pens or pencils for attendees who want to take notes
- Timer or watch to keep track of time for activities and presentation