

Summary of TO DO's for a Successful Presentation

BEFORE	DURING	AFTER
<p>Know your prospective audience: Ask questions about your prospective audience: How many people will attend the presentation? Is this the first time that they have been exposed to this content, or are they familiar with it in some way? What is the context in which the presentation will be given (e.g. survival school training, university course, grant requirement, professional training series, etc)? What are the expectations for this training?</p>	<p>Arrive at least fifteen minutes before the presentation time to be able to survey the conference room, to set up material, and to test the AV equipment.</p> <p>Identify where the bathrooms are so that you can inform participants.</p> <p>Make sure you have water on hand for yourself.</p>	<p>Review evaluations to know how people perceived the training. Remember that this is a learning experience for everyone. Presenting is a skill that will improve each time you practice.</p>
<p>Confirm the location, date, and time of your presentation. Print out directions if unsure how to get there. Ask how long they want the presentation to be and whether it includes time for questions and answers.</p>	<p>Remember to introduce yourself. Remind participants to sign in. Hand out materials. Explain that you will ask them to fill out evaluations after the presentation</p>	<p>If there are areas where the feedback is not what you would like it to be, don't worry! Simply make adjustments to your presentation. Also know that you can't please everyone and some people do not provide objective feedback.</p>
<p>Confirm AV equipment. Do they have LCD projector, screen, laptop with PowerPoint, speakers, and a microphone? Make sure to reserve any AV items that you will need.</p>	<p>After presentation, ask audience if they have questions. It is okay if you do not know an answer, just tell them that you will find out the answer share it with them. Write down that question and the name and contact information of the person to contact.</p>	<p>Don't forget to follow up with participants regarding questions that you needed to find answers to, or if they had other requests.</p>
<p>Prepare your material:</p> <ul style="list-style-type: none"> • Handouts • Sign-in sheet • Evaluations • Business cards or contact info. • Copy of PowerPoint for you; in case the PowerPoint equipment fails. • Extra pens 	<p>Remind participants one last time to sign in if they have not done so and to fill out evaluations.</p> <p>Thank participants for their time.</p>	<p>Consider documenting the training and scheduling the next one. Is there anything that you need from IOA? Call us.</p> <p>Finally, feel great because you are providing a valuable community service.</p>