

NCCIC Is a Service of the Child Care Bureau

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TIPS FOR PRESENTERS

The following suggestions can help presenters prepare and deliver successful presentations.

Presentation Preparation

1. Determine your target audience (e.g., researchers, policymakers, providers) and develop your presentation accordingly.
2. Remember that people have different learning styles. Make your presentation dynamic to address visual, verbal, and kinesthetic learners.
 - Prepare flip charts, which help visual learners see the work accomplished throughout the session.
3. Determine the approximate number of participants to determine the space and number of resources needed.
 - Develop a sign-up sheet for participants to list their names, mailing addresses, and email addresses in case you run out of any materials.
4. Determine what equipment is needed—LCD projector, laptop, screen for projecting images, microphone, easels, etc.
5. Check with the provider of the meeting space to determine if there are any instructions for posting materials on walls or doors. Be aware of any limitations and plan your presentation accordingly.

Presentation Delivery

1. Be aware of dress codes and your audience and dress accordingly.
2. Check to make sure you have all the presentation materials you developed ahead of time.
3. Bring a copy of your presentation on a CD-ROM or flash drive as a backup.
4. Bring your own materials (it is better to be over prepared). Consider bringing the following:
 - Flip chart markers (do not use red or light colored markers as they are difficult to see).
 - Scotch tape, masking tape, staplers, stick pins, glue sticks, scissors, and other items that can be used to attach items to the wall (if allowed). Colored painter's tape can be used as a "frame" around special flip charts.
 - If allowed, a can of spray adhesive (which you can purchase at a local hobby shop) that can be sprayed on flip charts or a large cloth to attach items produced by participants.

- Colored cards or sticky notes (some activities have better outcomes if participants can write answers on cards and anonymously stick them to a chart or wall).
 - Colored dots for voting.
 - Name tags.
 - Bells, chimes, or other items to alert participants of transitions, signify the end of breaks, end group discussions, etc.
 - Liven things up with toys on the table (e.g., play-doh, crayons, squishy toys) or candy. Consider bringing inexpensive door prizes.
 - A CD player to play music as participants arrive, work in small groups, or depart. Make sure the volume or type of music selected is not distracting.
5. Arrive early to make sure you know how to adjust the temperature, operate the lighting and window coverings, adjust microphone volume, and operate any other necessary equipment before the presentation. Whenever possible, have someone onsite help provide logistical and technical support.
 6. Assess the room set up to determine if it supports your presentation and activities. Use round tables or arrange square tables together for small group work. If tables are not available, ask participants to pull chairs together to implement small group activities.
 7. Remember to have fun!