

Presenter's Checklist

Before the Workshop

- Identify a convenient location that has free space available for (for example local school, library, church); ask whether the venue has a computer and projector for your use or if you'll have to bring your own
- Visit the site ahead of time
- Set a date and time
- Send email invitations with deadline to RSVP (see page 27 for sample language)
- Create and distribute any promotional materials (posters, flyers, listserv messages)
- Track participant registration and create an attendee list to be used as a check-in sheet
- Review the workshop materials and additional resources so that you are prepared
- Anticipate your audience and customize your presentation accordingly (for example, for parents, use role play scenarios that are more relevant for them)
- Practice your presentation (Print the slides with notes pages—you'll see this option under "print preview"—and review the suggested script)
- Photocopy all materials and consider creating packets for participants
- Confirm the event location (2-3 days before)
- Send email reminder to attendees (2-3 days before)

Day of the Workshop

What you'll need to bring:*

- Printed version of slides with speaker notes
- Laptop computer (equipped with Power Point software)
- Projector
- Photocopies of select handouts (See pages 3 and 4 for complete list)

- Flip chart, markers, index cards for questions*
- Name tags*
- Sign-in sheet with email addresses
- Paper and pens
- Memory stick/CD with the PowerPoint presentation. Remember to bring a back up!

*Optional

- Arrive early to prepare the room (rearrange chairs and tables, if needed)
- Test the computer and projector to make sure they are working
 - Run through the PowerPoint slides
- Set up check-in table with
 - Participant sign-in sheet
 - Name tags and markers
- Review PowerPoint presentation and speaker notes
- Distribute and review handouts and evaluation forms at the end of the workshop
- Collect participant evaluation forms

After the Workshop

- Follow up on any unanswered participant questions
- Review evaluation forms
- Complete the presenter evaluation and submit to: NCPIE, 200-A Monroe Street, Suite 212, Rockville, MD 20850 or fax to: (301) 340-3944.
- Send a thank you note to the facility that hosted the workshop