



Sample Timeline, Set-up Requirements, and Session Agendas for Conducting a Presentation

Suggested Timeline and Tasks:

- Four weeks prior to presentation:
 - o Determine with hosting organization the best location for audience.
 - o Reserve room. Be sure room is adequate for the number of persons expected to attend.
 - o Review equipment needs (see “Presentation Set-up Requirements” below).
 - o Determine start and end time including set-up time.
 - o If needed, determine the best method for promoting the presentation.
- Three weeks prior to presentation:
 - o Create promotional materials.
 - o Confirm location and room reservation.
 - o Confirm equipment requested.
- Two weeks prior to presentation:
 - o Distribute promotional materials (e.g., Parent Letter, Flyers).
 - o Conduct final review of schedule of events for presentation.
- One week prior to presentation:
 - o Distribute promotional materials (e.g., Parent Letter, Flyers).
 - o Determine what handouts you may want to distribute at the presentation located at the “Train the Trainer” web site. Download and print handout(s) in preparation of the presentation.

Presentation Set-up Requirements:

- Locate a facility that will accommodate the number of persons who you anticipate will attend.
- Locate a white screen, wall, or similar equipment that can be used to project your presentation.
- Locate an extension cord and an outlet strip may be needed.
- Setup computer with LCD projector and audio system (i.e., portable speakers). Test visual and audio.
- Locate and test microphone if needed.

- Setup a table near the entrance to the facility where materials can be set out for easy distribution.

30-minute Presentation Agenda for K-3 or 4-6 grades

1. Have person a school or organization introduce you
2. Start by asking questions to audience such as:
 - a. How many of you have access to the Internet at home?
 - b. How many of you have access to a cell phone?
3. Refer to instructor script/notes located in the PowerPoint presentation for further questions.
4. Show PPT presentation.

45-minute Presentation Agenda for 7-12 grades

1. Have person a school or organization introduce you
2. Start by asking questions to audience such as:
 - a. How many of you have access to the Internet at home?
 - b. How many of you have access to a cell phone?
3. Refer to instructor script/notes located in the PowerPoint presentation for further questions.
4. Show PPT presentation.

1 Hour Presentation Agenda

1. Welcome participants
2. Start by asking questions to audience such as:
 - a. How many of you have access to the Internet at home?
 - b. How many of you have access to a cell phone?
3. Show PPT presentation.
4. Refer to instructor script/notes located in the PowerPoint presentation for further questions.
5. Show PPT presentation.
6. Distribute prepared handouts (refer to the Train the Trainer's online web site at www.netsafeutah.org to download handouts)