

Stormwater PowerPoint Presenter Helpful Hints

✚ Contact Erin at FMR, at least 1 week prior to presentation. She will assist you with concerns you might have, such as equipment needs, photocopies of material, audience procurement. Also, tell her location, time, date so she can notify other presenters interested in attending to brush-up their skills.

erin_hartman@mkeriverkeeper.org
414-287-0207, ext. 34

✚ Arrive early. Give yourself enough time to set up (usually 30-45 minutes).

✚ Presentation details (know before you go):

- address and location of site
- size of the room
- how much time is allotted
- contact person name and telephone number

✚ Know your audience.

- What is the age range and number of people?
- Are there accommodations for hearing or seeing impaired or special needs people, such as a microphone, seeing impaired or handicap access?

✚ Additional audience resources:

- Friends of Milwaukee's Rivers website: www.mkeriverkeeper.org
- For children's presentations, FMR's "Going With the Flow" curriculum is a good resource. Go to FMR website>"what we do" link>"go to all projects" link>"going with the flow curriculum" link. Explore this site. One good teaching tool is the "Pollutant and Solution" matching game. Go to "learning activities" link and then "pollutant and solution cards."
- Contact FMR at least 1 week in advance for photocopied PowerPoint presentations, take home notes or other resources.
- Contact names and numbers/addresses of government representatives specific to presentation district.

✚ Question/answer period at the end of presentation. Have a few questions for the audience, as the question/answer period at the end of presentation usually needs priming. Prepare a quiz on presentation facts, for example.

✚ Evaluation form. Bring this to the presentation and fill out. Return to Jenni via e-mail or mail. This is important for reporting to our grant provider. Specify if you would or would not like specific information to be shared with other presenters. Jenni will be highlighting your experiences in e-mails to other presenters so that we can learn from each other's experiences.

🔧 Equipment: If not provided by venue, contact Jenni at FMR 1 week in advance to reserve requisite equipment. Pick up from FMR and return in a timely manner.

Necessary equipment includes:

- laptop computer (FMR has)
- projector (FMR has)
- extension cord(s) (25-50 feet) (FMR has)
- power strip (surge protection), as you usually need to plug in more than two devices (FMR has)
- “three-prong adaptor,” as some places only have two-prong plugs
- white sheet and thumbtacks for flat surface if venue does not have screen or white wall
- books or something to raise projector, if necessary

🔧 Equipment check:

- Check battery power on any peripherals you use (e.g. laser pointers, external speakers, mouse).
- Make sure the projector is compatible with the laptop: test before you leave for the presentation.

🔧 Projector setup:

- Maintain airway around the projector unit.
- Place projector on steady base that is level with projection surface.

🔧 Venue:

- Does the venue have an outlet? What kind of outlet does it have? Where is it located?
- Is the room dark enough for viewing a PowerPoint?
- Does the room have a screen or flat white wall? If not, can a white sheet be tacked up on a flat wall to create a white surface?
- Does the room have enough chairs?
- Does the room have a table for the projector?

🔧 Venue setup:

- Ask that the room be set up for a PowerPoint presentation (rows facing a screen or flat white wall).
- Ask contact person if there is someone available to help with equipment and setup.