

Tips and Suggestions

for
Arkansas Scholars™ Program Presenters

1. Get the name of the **school, teacher, room number**, and the **time** of the class to which you will be presenting, at least two days before your presentation date.
2. If possible, and especially if it is your first presentation, review the entire presentation a day or two before you are to be in the school. If a CD is not available, you can download the PowerPoint presentation at www.arkansasscholars.org. Get *comfortable* with the presentation. Review the script, but never read it to the students.
3. Call the teacher the day or evening before your presentation. Introduce yourself; explain that your presentation will take about 35 to 40 minutes. Ask to begin as early in the class period as possible. THANK him or her for allowing you to speak to the class. Ask the teacher if any assignment relating to the presentation is possible. Ask about a screen or white wall to project the presentation.
4. Get to the school 10 minutes earlier than you think you should. Check in at the school office. Give your name and tell them why you are there. Often, the office staff will ask a student to escort you to the right room.
5. Get to the room *at the end of the previous period*. In some school districts, the screen, computer, and LCD projector will be ready to go. In other school districts, the presenters are responsible for equipment set-up. *Make sure you understand your responsibilities*.
6. If you are responsible for the set-up, take an extension cord (there's never one when you need one!). Be sure that students won't trip over cords. Pack any other materials you plan to use. BE PREPARED.
7. Dress well, speak well. You are a role model for the students.
8. Keep the presentation moving. *The right pace is everything*. Too fast and the students miss information and think you are rushing. Too slow and they get bored. Stay in charge.
9. Be sure the screen location will allow the presentation to be easily seen. Be very careful with power cords. A remote control for the projector is recommended. If not available, you may want to ask a student to advance the images for you.

Arrange things so that you will be in a comfortable position. During the slides, the students most need to see the screen first, you second (if they can see both, that is better).
10. Smile, be friendly, and treat the students respectfully. Expect the teacher to stay in the room during the presentation. Speak with authority, but be open to the students' comments and suggestions. Take questions after showing presentation.
11. Have fun. Relax. Thank the teacher. Thank the students. Remember to get your stuff. Leave equipment as you found it.