

Know the logistics (discuss with program contact):

- What is the room set up? Is seating “theater style” with individuals sitting in rows of chairs or desks, or “cafe style” with groups at tables?
- Are there surfaces for participants to write in student workbooks, i.e. desks, tables? If not, omit writing activities.
- Is there a lectern or podium for you to hold Instructor Notes?
- Will a microphone be helpful? Are there appropriate speakers for videos to be heard?
- Is there a wireless control/remote to advance slides available? A student, partner volunteer, or program contact can also advance slides.

Partner presentations are recommended:

- Having more than one presenter can help with engagement and presentation flow.
- Touch base with your partner presenter; decide roles, ground rules, activities, techniques, etc.
- Plan to share presentation leadership - by topics or date of presentation
- The role of the partner that is not actively presenting is to help with engagement, e.g. work the room to break up distractions, help with activities, throw candy or hand out business cards, advance the slides, etc.
- Be sure to have all presenters briefly introduce themselves.

Building rapport and engagement:

- Set ground rules that invite participation and prevent distractions.
- Use your voice as if you are on stage: project clearly and vary your inflection with warm tones to be welcoming and energetic tones to add emphasis and excitement
- Remain positive. Don't say “I know this slide is hard to see” or “I know financial literacy isn't fun,” etc.
- Use stories - you may want to add a joke
- Keep it simple - emphasize important points, use repetition, summarize with intention
- Know your audience - and include that knowledge in your presentation
- Focus on pictures on screen. Be prepared that words or numbers could be hard for large groups to see.
- Do not read text while looking at the screen. Your voice will be projected toward screen not the audience.
- Use Q & A, but with limits. Don't let it take you off track.
- Timing is important. Practice your presentation.

Additional tips:

- Be prepared for an alternative plan in case of technical difficulties.
- Consider moving around the room as a presenter, if not set up in an auditorium style.
- Consider throwing candy or use business card raffle (use partner to help with distribution)
- Consider activities in groups or as partners (i.e. turn to your neighbor), inviting groups to report back to the whole group. Not all groups need to report.
- Consider inviting one or two students to come forward and act on behalf of group; e.g. do the role play!
- Consider incorporating action: “raise your hand if...”, “please stand if you...”
- Consider asking students to respond with calling out one word, i.e. “Use one word to tell me something you would like to save for.”
- Consider having students respond vocally as a group “Repeat after me, I will never use check cashing stores!”
- Consider using props.
- Consider adding music while students enter or depart.