



Making Presentations to Adult Audiences

Know your audience!

- Find out about the group you are presenting to
- What is the background of their group? Do they have a website?
- Do you know any members?
- What do they want to hear in your presentation? Why did they invite you?

Preparing

- Do your homework and research. Have up-to-date information.
- Know exactly how much time you have and practice keeping within that time frame.
- Write out an outline.
- Find out about the room set up, AV equipment and other details.
- Find out how many people will be there so you have enough handouts. Organize your handouts.
- If you are doing hands-on activities, have it organized and easy to do.
- If you need tables, AV equipment or have other needs the group or host venue needs to provide, let them know about it in advance.

The presentation

- Wear a watch or have some type of time piece where you can see it.
- Get there early so you can test any AV equipment and get set up.
- Organize your handouts, displays and other props.
- If you don't know, acknowledge it and discuss how you can get back to the group. Have a notepad and paper handy to write down contact information.

What if?

- You have AV resources and the equipment fails!
- They are asking a lot of questions and you can't proceed with your outline or prepared remarks.
- You are confronted with questions, accusations or controversial remarks.
- They just don't seem receptive to your information or aren't paying attention.