

This is a document that we share with speakers, to encourage them to tailor their presentation to our needs. Suggestion #8 is what I referred to in the anti-racism workshop in Florida. I hope you find it useful.

PRESENTATION SUCCESS TIPS

Whether you are a seasoned presenter or venturing into the speaking arena for the first time, we want to provide you with information that can help you successfully engage with your audience. We hope that these tips, many coming from previous evaluations, will be useful to you in communicating the breadth of your knowledge and sharing your many achievements with women at the University of California, San Francisco.

AUDIENCE REQUESTS

1. **INTERACTIVE:** Use written and verbal exercises, small-group activities and an open exchange of ideas and concepts. Attendees enjoy being involved and getting to know each other. If your presentation does not involve exercises, then it should at least be engaging. See below.
2. **ENGAGING:** Ask questions to ensure the audience is following along and/or can relate to your topic. Questions such as "Who here has had this experience?" in which the audience is required to think and respond will ensure that your audience is engaged.
3. **CONCRETE:** State specific information and examples on your topic that attendees can use to develop an action plan for use when the event ends and they return to their professional and personal lives.
4. **HANDOUTS:** Provide handouts of the material, if possible. Handouts eliminate the need for excessive note taking and enable the attendees to follow along more easily, and or have material for follow up reading after the presentation.
5. **CLEAR AUDIO-VISUALS:** Prepare materials that are visible/audible to the entire audience. Consider font size and style, and volume where applicable.

6. PREVIEW/PRESENT/REVIEW: Present an overview in the beginning of your topic, present the topic and then provide a summary at the end to drive home the key issues discussed. Build in time for questions from the audience either during the presentation or at the end.

7. TRANSLATE: Select language that makes business and corporate terms and concepts applicable to the university setting. Translation will make the information more accessible and useful to women in higher education.

8. INCLUSIVE: Create an environment where all feel acknowledged, included and respected. Sexual orientation, race/ethnicity, physical ability, and other cultures with which people identify are extremely important to consider in the content and tone of your presentation or workshop.

9. BEGIN AND END ON TIME: Timing is critical! Please meet your commitment to attendees.

10. HAVE FUN! Find and communicate the humor in your subject matter. This is something you can enjoy with your audience.

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