

## Presentation Prep Guidelines

### Event Logistics

In terms of equipment needed, each presenter will show up with a laptop that has Al Gores Global Warming power point presentation on it. The school has to provide a data project (these are pretty common in schools these days) that will connect to the laptop. One key thing to note is that the projector has to have sufficient projected light for the size of the room. Otherwise, the projected image will be too dim to see.

Steps to prepare for presentation:

1. Receive confirmation from principal to participate in presentation.
2. Email date and time requests to [heather.gastil@suhsd.k12.ca.us](mailto:heather.gastil@suhsd.k12.ca.us) or to your presentation coordinator from the climate project if they have contacted you.
3. Reserve a room through ASB or school administration big enough for the audience. No more than 200 students per presentation.
4. Order a LCD projector and a back up laptop for the presenter.
5. Can the room lighting be adjusted to allow for a clear picture on the screen?
6. Can the presenter have a clip-on wireless microphone or hand held microphone for themselves and 1-2 handheld microphones for audience questions (assuming a sound system is necessary)?
7. Who will be in charge of setting up the room and the presentation equipment before the presenter arrives?
8. Who will meet the presenter the day of the presentation and help them set up?
9. Who will introduce the presenter, and does this person require any notes, a complete written introduction, or any other preparatory materials?
10. If the LCD projector should malfunction, do you have a back up on site?