

## General Presentation Steps

- Prepare and practice your presentation several times prior to your presentation date.
- Arrive on time for your presentation as there will not be an opportunity to make ups.
- Dress professionally and wear comfortable, but appropriate shoes.
- If you are using photos or film captured from your practicum site be sure to complete a media release form that you can access on the Knowledge Repository on the Community Engagement Website: <http://communityengagementadler.info/wp-content/uploads/2016/09/Social-Justice-Practicum-Presentation-Guidelines-2017.pdf>
- Provide handouts that showcase your summary of points.
- Prepare to be engaging and to be engaged with students, faculty, staff, and community partners.
- Be sure to address the content areas highlighted in the SJP Presentation Guidelines.
- Presentations should not exceed 20 minutes.
- Project your voice and maintain consistent eye contact so that your audience remains engaged.

## Panel Presentation

Panel presentations are a way for presenters to share experiences and/or research on a specific topic. This form of presentation can be done individually or as a team, with or without a moderator. Panel presentations can be used for small, medium and large audiences. Often presenters on a panel will present together and each will discuss different aspects of the topic to reduce redundancy and provide a dynamic learning experience for the audience. Moreover, this particular format allows for presenters to deliver information and also have interaction with the audience after the presentation. Often a power point or Prezi is accompanied with the presentation for the presenter(s) to reference. Traditionally, once all presenters have spoken there is time allotted for Q&A, which tends to allow for further analysis of what has been presented and often generates new ideas for presenters and audience members to consider.

If you are a panelist please remember the following:

- Be succinct in your presentation.
- If you are presenting as a group meet with the other panelists to plan how you will present to the audience as this creates fluidity in the overall presentation.
- Double check any form of media to be sure that there are no technological difficulties that will delay your presentation. Also, usage of media should be brief as most of your presentation time should be spent orally addressing the audience.
- Carefully consider questions from the audience before responding and engage other co-presenters to respond.
- If you pose a question to the audience ensure that you have allotted enough time for participants to respond

### **Panel Setup:**

Lecture Style. Students will present to an audience from a table at the head of the room.

**NOTE:** Co-presenters must be from the SAME SITE, but can present on different projects.

## Poster Presentation

The Poster Presentation is a traditional model used at Adler University that allows for students to use poster boards to showcase their learning experience. This presentation format requires that presenters are able to discuss in depth the content of their projects and utilize the poster as a visual aid. The content of the poster should also be visually stimulating and provide main bullet points that the presenter will discuss. In addition, pictures, graphs and diagrams provide a visual representation that further enhances the content shared by the presenter. Poster Presentations must be developed in a large format template available on the Adler Connect portal. These large format posters can be printed on campus in the IT department. All posters should be emailed to [mjoyce@adler.edu](mailto:mjoyce@adler.edu) **two weeks** prior to your presentation date to allot enough time for printing.

If you are presenting a poster remember the following:

- Practice giving your presentation several times so that you do not read your poster verbatim to the audience.
- Prepare a visually pleasing poster board that exemplifies your learning experiences. It should be easy to read and stimulating.
- If you are co-presenting ensure that you are sharing the presentation time equally with your partner.
- Allow time for Q&A after your presentation.

### **Poster Presentation Setup:**

Consists of 1-2 students recapping their SJP experience. Poster board, easels and push-pins will be provided by the Center for Civic Learning and Community Action. Students will be responsible for providing the content and any accompanying handouts.

**NOTE:** Co-presenters must be from the SAME PROJECT - and - the SAME SITE.

## Workshop Presentation

Workshops are expected to be an interactive method of showcasing or teaching a skill to a small to medium-sized audience. Often the workshop presenters will utilize Power Point or Prezi to provide an overview and present on the key areas of focus. Then presenters will engage the audience in a task that will allow them to process and/or practice the knowledge and/or skill(s) being taught. The presenter will then provide a summation of the overall learning experience and continue to engage the audience by allowing them to share what they have learned and how they will implement the newly acquired knowledge and/or skill(s)

If you are delivering a workshop please remember the following:

- Carefully prepare the overview and interactive methods to ensure smooth transitions throughout the workshop.
- Practice the interactive methods to ensure that they are engaging and yield the intended results.
- If you are co-presenting make sure that all presenters plan and prepare the workshop together and have equal time engaging the audience.
- Ensure that all of your materials are prepared and cued up ahead of time (including media) so that your workshop is not delayed.
- At the beginning of your workshop take a little time to get to know your audience with brief introductions.
- If you are using an ice-breaker to begin your workshop ensure that it is audience appropriate and consumes minimal time.
- Ensure that you pace your workshop well to ensure that there is enough time for audience members to share their feedback at the end.

Workshops may consist of up to 3 presenters, and must illustrate an acquired skill and its impact on project outcome(s) in an interactive session with participants. Handouts and other training materials should be developed, as appropriate. Students may also enlist the support of a site supervisor, although the majority of the workshop must be conducted by the student(s).

### **Workshop Setup:**

Presenters are free to utilize and re-organize the room to present and engage the audience. Presenters are required to provide any materials to all audience members present. Workshops must not exceed 30 minutes.

**NOTE:** Co-presenters DO NOT have to be from the same SJP project or the same site.

## Original Exhibition

An original exhibition is artistic approach to present an experience or event. Typically, when this format is used the presenter showcases art, photography, video, etc. and provides a written description of what the exhibition illustrates. The written description should also address the required content of the SJP presentation guidelines and should be visible to others and can be mounted next to the exhibit.

If you are showcasing an original exhibition please remember the following:

- Be very creative in your presentation as this is an opportunity to “Wow” your audience.
- Ensure to take time to prepare notes that will help you discuss your exhibition. You want to make sure that you are addressing the content that is required per the presentation guidelines.
- Make sure that you have requested the appropriate amount of space or materials for your exhibition ahead of time. This will ensure that your work will be properly displayed and remain undamaged.
- Be sure to create a concise single-spaced one-page description that is clearly labeled with the title of your exhibit and visible to audience members (copies can be provided).
- If you are co-presenting ensure that you both have an equal amount of time discussing your exhibit with the audience.

The main exhibition categories are Photography, Video, and Art (although other types will be considered as appropriate). Make sure you have permission from your site to use any images or documents that contain sensitive information. Exhibitions may have up to 2 presenters. You may also request to have this exhibit remain on display beyond the Symposium if you think it merits a wider audience.

### **Exhibition Setup:**

Presenters must request tables, easels, foam boards, etc. from [mjoyce@adler.edu](mailto:mjoyce@adler.edu) **two weeks** prior to the presentation date. Arrangements will be made to ensure that requested materials are available in the classroom on the presentation date.

**NOTE:** Co-presenters DO NOT have to be from the same SJP project or the same site.