

## Literacy & Learning Symposium Sessions: Presenting Checklist

Session Presentation	Yes	No
Make sure presenters take turns sharing the information in the session. A variety of voices and personalities increase engagement.		
Are each of the presenters prepared? Do they understand the content they are sharing, and how they will be sharing it? Have they practiced sharing the content – out-loud – with other people?		
Have the presenters practiced using the technology/audio for their session ahead of time?		
Have all the materials been laid out ahead of time for easy access?		
Will presenters take time before the session begins to interact with audience members in the room? (chit chat to build relationships)		
Will presenters be intentional about making regular eye contact with 3 friendly/engaged audience members in different areas of the room for a few seconds each while they are speaking?		
Will presenters be intentional about changing the tone, volume, speed, and inflection of their voice throughout the presentation?		
Will presenters Smile ...to relax themselves and to engage the audience?		
While presenting, will speakers choose to regularly pause? Pausing helps the audience process what you're saying and helps the presenter gather their thoughts.		
Will each presenter be sure to bring a drink with them to the session? Drinks are a natural way to pause in order to relax, or to find a location in notes.		
Who each presenter is matters and is interesting and engaging to audience members. Will presenters focus on being themselves?		
Do presenters have ideas for how to engage the audience if they seem to become unengaged during the session? (see content checklist for ideas how)		
Are presenters planning to move around? From time to time, move around the room, stand, sit, lean, etc. – make watching those speaking interesting!		
Can the audience hear the presenter? Are presenters speaking loud enough and clearly enough that those in the back corners can hear them well?		
Are the presenters engaging the audience? Using facial expressions and body language are essential in communicating with the group.		
Are presenters enjoying themselves? The audience will mirror the emotions presenters have – if they're enjoying themselves, the audience is more likely to enjoy the session as well.		

**Other ideas to consider:**