

UCSF Communicator's Network

<http://communicators.ucsf.edu/>



“How to Organize a Presentation”

Any member is encouraged to share their knowledge by giving a presentation to the whole group. If you can't present but are interested in a particular topic, consider organizing a presentation, panel discussion or other knowledge-sharing event. This primer will make it easy to do.

A. Get Started

- If you have knowledge to share but don't feel you can carry a presentation on your own, consider finding a co-presenter (and an organizer.)
- If you are not an expert yourself but want to learn more about a specific topic, find the experts in the group who might be willing to present.

➡ post your query for partners to the Communicators [Chatter Group](#).

B. Define Roles

- Presenter(s): Typically, one to three people will present, with a Q&A afterwards, total time should be max. one hour.
- Event Coordinator (EC): This is the point person who coordinates the presentation or event. S/he should feel free to recruit other members to help with specific tasks, such as scheduling and booking a room.
- Executive Committee Contact: Sandy Butler (sandy.butler@ucsf.edu) will coordinate centrally and advise as necessary to optimize scheduling and publicity, avoid any conflicts, and connect people with similar interests.

➡ make sure you loop Sandy in early in the process.

C. Steps to Organizing a Presentation

1. Event Coordinator (EC) works with the Presenter(s) to determine:

- Topic, title, description, structure* and key participants (co-presenters, or people who should be in the audience to answer questions)
(*Typical structure is ~45 minute presentation with ~15 minute Q&A.)

- A selection (3 or more slots) of available dates/times options for presenter(s) and key participants.



2. EC or delegate creates a Doodle poll (doodle.com) using the available dates/times and posts a description of the upcoming presentation with a link to the poll to the [Chatter Group](#), asking interested members to enter their availability. Once there is consensus on the optimal date/time, EC or delegate schedules seminar room with Classroom Services (edtech.ucsf.edu/classroom-services/scheduling).

Choice of room is based on:

- a) Expected number of participants
 - b) Optimal campus location for most participants
 - c) Presenters' A/V needs
 - d) Availability of room ½ hour before and/or after presentation as a buffer zone.
3. EC or delegate posts selected date, time and location to the [Chatter Group](#) group, cc'ing Sandy.Butler@ucsf.edu to post to the [Communicators website](#).

EC or delegate also sends an Outlook invitation to all presenters and key participants.

4. Around two weeks before the presentation, EC or delegate follows up with presenters to make sure the presentation is on track and offers any needed assistance with logistics, technical help, or printed handouts.
5. On the day of the presentation, EC arrives at room early to make sure room and presenter(s) are ready. EC should introduce presenter(s) or ask a member of the Executive Committee to do so.
6. After the presentation, EC reminds presenters to send handouts/slides to EC and/or Sandy to post to the Chatter group / Communicators website.



7. **Well done!**