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**Tips for Presenters**

Thank you for volunteering your time and expertise to the students of Florida SouthWestern State College. Below is some information for a successful presentation.

1. Our speaker series is an opportunity for faculty, staff, and community leaders to give a 30-40 minute talk discussing a critical topic or concern from their career, experience, or area of academic interest. The most successful presentations address a concern that is relevant or intriguing to college students. Our student population includes recent high school graduates as well as substantial population of students over the traditional age who may have career experience, military experience, or experience raising a family.
2. We have reserved one hour for your presentation. We suggest that you plan to speak for 30-40 minutes and leave the remainder of time for a question/answer session.
3. An FSW staff member or student leader will introduce you. Please submit a short biographical statement to Grace Billington (grace.billington@fsw.edu) before your presentation date.
4. Due to their course schedule, some students may arrive a few minutes late to or leave a few minutes early from your presentation. Please understand that this is not a reflection on you or upon the quality of your presentation. Our students have busy schedules and often attend these lectures between classes. The students have been instructed to enter and exit in a manner that is not disruptive, however, at times this can be a bit distracting for the presenter so we want you to be aware.
5. A computer and projector will be available for your presentation. You will be able to show a PowerPoint, film clip, or material from a Web page during your presentation if you choose. We suggest that you arrive at least 30 minutes early to your presentation so our computer tech staff can help make sure you are able to show your media.
6. A microphone will be available. Even if you generally speak in a loud voice it is highly recommended that you use the microphone. You will be able to hold the microphone in your hand to move around the room, or it can be set up on a podium.
7. Often when you are presenting, you will be speaking to a room full of students, but you may also have other students participating via video conference from other campuses. If you are preparing handouts, please send them to Grace Billington (grace.billington@fsw.edu) a few days ahead of time so that we can make sure the students on all campuses have access to your materials.
8. While college students are interested in your presentation and curious about your topic, it ma y take some patience to get them to begin asking questions, or to answer questions posed by the presenter. **When you ask students questions or ask them if they have any questions please allow “wait time” for a response.** Do not be afraid to repeat or rephrase a question. Students will eventually respond, but they need time to process information and/or to work up the courage to raise their hands. During the question/answer session, it may take a few minutes for one student to “break the ice,” but once one asks a question, other students will begin raising their hands.
9. When a student asks a question, it is helpful for you, the presenter, to repeat the student’s question on the microphone before responding.
10. An FSW staff member can “close” the presentation for you and dismiss the students.