Success! It's all in the Preparation!
with
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Notes for the REEALive Presentation
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It's as easy as 1 2 3!

1) **Set up:** unless your tables and chairs are bolted to the floor… you have the ability and duty organize the room for the comfort and experience of your <u>guests</u>:
    a. Arrive early! Go to the location at least <u>2 hours</u> ahead of time. If it is a location you teach in often you can cut that time down **if** you have already checked out the space <u>and</u> made sure it is set up correctly. However, be there at least an hour before to make sure everything else is set up and you are ready for any early birds!
    b. Is there a sign outside the room to let everyone easily identify where they need to come?
    c. Do you have some sort of "sign-in sheet" or materials to pick up? Will they sign-in and pick up materials as they walk in? Where will those tables be located? Make it easy for your guests to see what they need to do!
    d. Do you have the correct number of tables and chairs for the attendees – enough but not too much! Take out what you don't need!
    e. Set up of the room needs to be inviting and welcoming (think of these people as special – <u>they are your guests</u>!) – the old school style of rows, even in a chevron shape, just doesn't work anymore. Try a "U" shaped system with one or more "U"s inside each other if needed for your numbers. Your guests will feel far more connected to you, and you will feel more connected to them!
    f. Your space in the room – can your screen be <u>easily</u> seen, is your projector located so it is not in your way, do you have room to roam, are there any impediments to your movement (left to right, up and back)
    g. Check the set up for your microphone / lavaliere etc. It needs to be projecting adequately throughout the room. Check to see if there is any feedback from any spots and insure that they will not "get in the way."
    h. Check the lighting in the room and whether or not your screen can be seen! *And guests can take notes.*
    i. Get your computer, projector, sound for the computer, and your "clicker" set up and tested to make sure there are no glitches! Wrangle those cords so you do not trip over them, hide them where possible, and make sure they are not a distraction to your guests!
    j. Location of any food or drinks – they need to be easy for your guests to access and yet not disturb other guests. Plus food and drinks need to be set up in an inviting manner. ;) Plus…make sure there are plenty of liquids and napkins!
2) **Insure all will have a great experience!**
    a. Go sit in every seating area – do your guests who sit there have a good view of the screen? Of you? Can you see them?
    b. Can they hear you? Can you hear them? Can you move towards them and then back to your area easily?

    c. Refreshments: adults need something to drink…and eat…however please no sugary treats *(if you thought kids get squirrely on sugar well it happens to adults too!)* Think coffee, tea, water, sparkling waters, plus nuts, popcorn (yes, it makes a mess but they love it!), muffins, bagels, pretzel sticks, energy bars…you get the idea!

    d. Do your guests have enough space to work on the tables? Do they have enough elbowroom? Do they have enough light?

    e. How is the room temperature and where are the controls? You do NOT want it too warm (they'll fall asleep!) but also not too cold! You may need to adjust the temperature as the room fills up. Keep that in mind!

    f. Make sure everyone knows where the restrooms are located…basic human need…a sign here and there is great plus let them know at the beginning of the course.

3) Make a connection with your guests BEFORE you start!

    a. Make a concerted effort to personally meet and greet as many of your guests as possible prior to the start of the course! Thank them for coming! If you miss someone, make eye contact and give them AT LEAST a wave of welcome and make it a goal to meet them and thank them for coming <u>at a break!</u>

    b. Have some upbeat, energetic music playing (not TOO loud) before your guests enter and until the course starts. Choose music that is appropriate for your guests and you – not too hard and not too soft! Country/pop always seems to do the trick…or...early 80's pop/rock. ;)

    c. Have a slideshow going on the screen that reflects you, and/or the subject and/or sets the mood. Sometimes I have beautiful pictures interspersed with great quotes. Sometimes I have fun real estate cartoons. Sometimes I have pictures of the people who are in the class having fun at breaks – I love the camera in my phone! You get the general idea. I also have videos playing at times that capture their attention! I love YouTube!

So…*success is in the preparation*. The time you take upfront to make sure that everything is ready to go will help make sure you are a success!

It is as simple as 1) set up; 2) giving guests a great experience; and 3) making a connection.

Any questions? Just ask!

Thank you for your interest!

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