

How to conduct a seminar

Seminar content:

Seminar following after “Preparing Seminar Presentation”

Preparation of seminar leader

- Physical settings of seminar leader
- Check the seminar room to be prepared
- Being prepared – mental as well (positive transfer is necessary)
- Smile! Welcome your guests
- Switch your own mobile phone off

During the seminar

- Use your microphone
- Control speed and loudness of your own voice
- Never hide behind barriers like desk or laptop
- Don't forget to drink during the seminar – out of a glass or cup, never out of bottles
- Leave the desk tidy and free
- SMILE! What to do with your own hands
- Catch the list of participants – ask for feedback
- Control your posture
- Watch for facial expressions, posture and body language of the audience
- Setting rules: switch off all mobile phones, start and end in time, control breaks
- Are there jokes fitting the topic in a polite manner
- When are questions of comprehension planned
- What to leave for the last minutes
- What has to be repeated? Do we have open question
- Ending information about handouts, books, sources
- Thank helpful hands, partners
- Collect feedback sheets

After the seminar

- Collect feedback sheets from chairs, desks
- Handouts
- Talk with seminar participants
- Refresh rooms if necessarily for next seminar leader
- Collect your material
- Switch used beamer off
- Hand the room over to hotel

Afterwards

- Send adviced material to seminar participants
- Check feedback
- Let the feedback influence upcoming seminars
- Update handouts for next seminar

Revisions

Nr.	Changes	Release	Contrib.	Date
1.	First merge		EH	2011/11/20
2	Übersetzung, Formatierung		EH	2013/09/28
3	No changes		EH	2014/09/14
4	Review: no changes		EH	2015/04/24
5.	Devide seminar into topics how to conduct a seminar & preparing seminar presentation		EH	2015/05/14
6	Update for website	1.5	EH	2018/05/01