

Preparing Seminar Presentations

Seminar content:

Seminar rooms, material

Preparation: leader, room, technical subject

Environment of Seminar room

- Position of chairs/tables/are doors behind the seminar leader
- Correct lighting
- Air & Temperatur
- Presentation technique to be used during the seminar
- Beamer/ Whiteboard/Flipchart/Pinboard

Material & Backup

- Permanent Pins & Whiteboard marker
- Connection laptop/Beamer
- Pincards/Pins/Whiteboard-cleaner
- Material for the audience (pens, writing pad)
- Goodies/give a ways

Preparation of seminar leader

- Something to drink / handkerchief
- Watch
- Prepare breaks
- handouts

Requirements of seminar

- How many seminars are offered in the same time? (ECTA Convention)
- Is it the main topic for the meeting
- Is the seminar part of a callerschool/Cuerschool
- Do the participants arrive just for this one seminar?

Prepare the use of Beamer/Flipchart/Whiteboard

- Use of Flipchart
- Which kind of pen to be used (colour,size)
- Flipchart-Paintings
- Where to leave used material /Flipchart-Paintings
- When to clean whiteboards

Beamer-Presentations

- Examples: Excel-sheets: are they easy enough to be seen
- Pictures: transferring the idea, subject
- Power Point Presentation: how much might be necessary
- Watch for shadows while using beamer/overhead projector!

Prepare technical subject

- Time of seminar? Early in the morning?
- What are the important and main points to be transferred?
- Whom is listening? Which vocabulary shall be known in beforehand
- Red line - what to say first, what to save for last
- How to handle late arrivals
- Sample to be heard / Practical Example
- Available space/room for active dancers
- Do the participants have time to give it a try?
- Do I present the topic or myself?
- Spread the topic into small steps – Which parts are useful?
- Setting up the ending in beforehand – what to say last

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)

Transition to next seminar: How to conduct a seminar

- Smile! Welcome your guests
- Switch your own mobile phone off
- Start your seminar in time

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.	Devided seminar into two topics: how to conduct a seminar & preparation seminar presentation		EH	2015/05/14
6.	Review: no changes		EH	2015/12/09
7.	Update for website	1.5	EH	2018/05/01