**how to prepare for a group presentation**

Planning the meeting

1. Think of **what** the meeting is about
2. Think of **when** to assign the meeting
3. Think of **where** to assign the meeting
4. Think of **who** to invite to the meeting
5. Notify the people who you want in the meeting
6. Wait until it is close to the day you want it to be on

Setting up the meeting:

1. Go to where the meeting will be set
2. Put your presentation in front of the room so that **everyone can see**
3. Make sure there are chairs set up, otherwise, set up your own chairs.
4. Dress up **appropriately** and be tidy
5. Do all your last preparations like positioning adjustments, lighting, and any other small adjustments.
6. Wait until people arrive and until the time you arranged.

During the meeting:

1. Introduce yourself and what you are talking about
2. Be **on topic** and don’t go off track
3. Be sure to **answer any questions** that you are asked that are about your meeting topic.
4. Make sure you have a **clear voice** so that others understand you
5. Use good **manners** when speaking to the audience
6. Don’t talk too quickly or slowly
7. Keep going until you reach the end of your meeting

 Good luck!!