

When you are developing your presentation, consider the following questions:

- [What is your focus?](#)
- [Who is your audience?](#)
- [Why is this topic important, relevant or meaningful to you?](#)
- [What examples can you include to make your topic more relevant to your audience?](#)
- [What other tips will help to make your session a success?](#)

We explore each of these questions in more detail below.

Note that some suggestions may not be appropriate for all proposals, depending on whether you're preparing a presentation, workshop, or discussion.

Developing Your Idea

Focus

Determining a clear focus for your presentation will be helpful in a number of ways. Not only will it make it easier for you by limiting the range of information and resources you need to gather, but it will also help you to stay within the time limits and help participants walk away with specific ideas.

- What is the main focus of what you want to share?
- What are the key concepts or steps that you hope participants will remember?
- If you had to explain your presentation in three sentences, what would you say?

Application and Audience

If you can clarify the most appropriate audience and application for what you want to present, it may help others decide if your presentation is best suited for them. However, we also challenge you to consider ways in which your presentation might apply to audiences, subject areas, and situations that you didn't originally consider. Helping participants realize these other potential applications can extend the reach of what you have to share.

- What grade level and subject area did you have in mind when preparing this?

- What type of audience do you believe will get the most from what you have to share?
- How might your presentation be extended to relate to other audiences and situations?

Origin / Driving Questions

Sharing the origin of your presentation can help you to focus what you have to share and help participants understand its purpose.

- What was the original question you were trying to answer or problem you were trying to solve?
- What was important about that for you?
- How did that inspire and inform what you did and what you now have to share?

Specific Actions/Steps

While it's important to tell the story behind your presentation, it's also important to share the specific things that you and/or your students did. Being as specific as possible can help participants to better understand your presentation and apply it in their own practice.

- How did you share information with students?
- What resources did you use?
- What was your timeline like?
- What specific actions did students take?
- What did they create?
- What tools did they use?

Conclusion

Finally, sharing your reflections on the experience in your classroom can help others to learn from that experience and offer them alternatives to consider in their own practice.

- What did you learn from what you and your students did?
- What questions do you still have?
- What would you change next time?

Suggestions for Your Session

Items to Include

You might consider including some of the following items with your presentation, either digitally or in hard copy.

- Support Materials: lesson plans, in-class handouts, sample rubrics, lesson resources, etc.
- Student Samples: these should be anonymous, but can help others to understand the results of your work, particularly if the samples highlight student progress

Additional Suggestions

A few additional aspects to consider as you plan your presentation:

- Consider recreating some aspects of the lesson or project you're sharing. For example, if you used specific strategies or tools, think about how you might include those strategies or tools in the presentation.
- If you're preparing slides to assist your presentation, consider these common tips:
 - Limit the use of bullets.
 - Limit the amount of text on any one slide. The fewer words, the better.
 - Wherever possible, illustrate your point with a graphic or image.
 - Think carefully about the theme you select for the slides. Don't let it distract from your message.
 - Keep the slides easy to read. Think about color, font size, and background.
 - Video and audio can better illustrate some points, but keep the clips short.