

Massachusetts Land Conservation Conference

Tips for Workshop Presenters

- We have found that audiences respond best to one or two presenters, three at the most.
- Identify all of the presenters in the workshop clearly – name tags or table cards help. Audience members may want to reach them with questions after the conference.
- Make sure all presenters can be heard. Lack of audibility is a common complaint, especially in larger classrooms. We recommend that you use the microphone usually available in larger rooms.
- Have a plan for how time will be allocated, including length of each presentation, length of question period, whether questions should be held until the end, etc.
- Slides should be an outline, not the complete text of your presentation. If there's too much text, it's too small to read; and if they're reading, they're distracted from listening to you.
- If you have lots of detail to present and are tempted to put it on your slides, consider a handout instead. For resources you mention, provide a source such as an online location.
- Remind your workshop attendees that workshop materials are available online at www.massland.org/conference (if you have submitted them).
- And please submit your materials to: www.massland.org/conference_upload

And Special for Roundtables/Panels

- Identify all of the panel participants clearly – name tags help. Audience members may want to reach them with questions after the conference.
- Allow each panelist enough time to contribute. Avoid one panelist dominating. A moderator is helpful to manage time and transitions.
- Have a plan for how time will be allocated, including length of each presentation, length of question period, whether questions should be held until the end, etc.
- Make sure all panel participants can be heard. Lack of audibility is a common issue, especially in larger classrooms. We recommend that you use the microphone usually available in larger rooms.
- And please submit your materials to: www.massland.org/conference_upload