



Suggestions To Clinic Presenters

Participating At The "Derby City Express"

The following suggestions are offered to you as a presenter, so your clinic will be a great success. Please do not take offense as we cover some basic points. Not all presenters are as experienced as you may be.

- 1) Please Be Prepared! Come early and inspect your presentation room during non-clinic hours. On the day of your clinic, come early; listen to part of the preceding clinic to get a feel of the place and the acoustics. This will help to speed up your own set-up as well.
- 2) Clinic time should run between 30-45 minutes. Practice your presentation prior to arriving at the convention so that you have your timing in place and have adjusted your presentation to fit the allotted time period.
- 3) Bring an outline of your presentation even if you have it committed to memory. Strange things happen in your mind once you get behind the speaker's podium and in front of an audience. It also helps your timing to have a watch or small clock on the podium or table.
- 4) If you use slides it is always best to bring your own slide tray with them already in the correct order and numbered just in case they fallout during transport. Most standard projectors use a Carrousel (KODAK) type tray. Use an 80-slot tray, as the 140 slot trays tend to hang up especially if mounted in plastic frames. There will be no time to fool around with the projector once your begin your clinic.
- 5) If your presentation is in a Microsoft Power Point presentation format be sure to save it in both a PPS & PPT format and bring a spare copy in case of damage to the primary CD. Make sure to label it clearly. Keep the fancy transitions and fonts to a minimum as not all of them translate well to other computers. Use standard Microsoft load TTF fonts.
- 6) If your presentation uses transparencies be sure to bring a spare set in case they get damaged or lost. Keeping them in order and in a 3-ring binder makes them much easier to use during your presentation.
- 7) During your set-up time (about 15 minutes prior to your start time provided the preceding clinic hasn't run over in time) check out the sound system, projector or computer operation, focus, lighting, the speakers podium, work area, electrical outlets and darkening of the room. We will attempt to provide an assistant to help you as required. Most presenters prefer to advance their own slides or change their own transparencies.
- 8) **START ON TIME - FINISH ON TIME! Please!** It is very unsettling to the next presenter to be rushed in his set-up preparations. Be courteous and stay on schedule.
- 9) Defer Questions until the end of your clinic. It helps you to maintain better control of your time. If time permits, take questions during YOUR allotted time period; other wise continue questions outside the room thus giving the next presenter ample time to set-up. You will have 10-15 minutes at the end your presentation to pack-up while the next presenter sets-up.
- 10) Speak clearly during your presentation and with a commanding tone and not too fast. Speaking to fast or garbled is often a common difficulty for first time presenters. Just remember that the audience is full of your friends who have taken the time to see what it is you have to teach them.
- 11) Have an adequate number of handouts available PRIOR to getting to the clinic room, but don't give them out until the end or you will lose the audience to reading. If the handout has many multiple pages it may be best to put together a short synopsis of what the clinic is about and hand them out. You can take names and address's of folks wanting a more detailed handout and mail it to them if requested.
- 12) There will be a locked room during the convention where your clinic items can be safely stored but that will be at your own risk. The convention committee, participants, organizers and sponsors can not be held responsible in the event of damage or theft.
- 13) There will be no selling of products or items in the clinic room. You may sell outside of the clinic area, in your room or at the World's Greatest Hobby Train Show.
- 14) Have Fun, Relax, Enjoy the Experience, and GOOD LUCK!

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