

PRESENTATION PROCEDURES

Presentations and the audiences for them will be organized via core groups. These are groups of students organized by mentor who will present to each other, their mentor(s), and their invited guests. Mentors with fewer than 4 mentees will be paired with other mentors and their mentees to make up a core group. Each core group will need a block of 2 ½ - 3 hours for all of its presentations and feedback. This time satisfies all audience obligations for the students.

Time and place:

- Mentors and their mentees will be given a time block and room assignment as part of the School's End of Year Proctoring and Exam Schedule.
- Presentations may, if appropriate, be at a time other than during the normal school day, and/or at a place other than school property. Notify Ms. Bierbauer of any alternative plans ASAP.
- All in-school sites will be equipped with multimedia presentation stations. Requests for other School equipment (i.e.: piano) must be made as far in advance as possible to assign the appropriate room.

Planning Presentations:

- Use your last meetings with your mentor to discuss the content and format of your Presentation. Presentations are generally 25-35 minutes long, can use a variety of formats and leave room for discussion and questions. Students who have worked on the same project or who have worked at the same site can present collectively. Modify the length of the presentation appropriately.
- Discuss possibilities with your Sponsor and invite them to your presentation.
- Invite guests: friends, parents, and teachers. Presentations go better in larger groups. All parents will be invited to and notified about presentations via e-mail. You should too.
- Plan to provide refreshments to your session. The audience usually appreciates it.
- Allot ample time for giving feedback each presenter. Feedback may be after each presentation with the audience participating, or collectively and privately, at the end of all presentations.
- The organization of time, given the requirements, is at the discretion of the group.

During Presentations:

- Mentees must stay for the entire block of their core group's time. Invited guests are encouraged, but not expected, to stay for the entire session.
- Mentees must provide feedback to other members of their core group.
- Go to as many other presentations as you can. Participate. Ask questions. Get involved.
- Mentees must fill out a required evaluation form and return it to their mentor.
- Parents too will fill out an evaluation form after their child's presentation.