**Presentation Check List**

1. School Approach
   1. Approach a local school to offer a professional presentation about Surveying and/or Geospatial Science.
   2. The initial contact to try would be the Career Advisor, however you could also speak with the Maths Department or Geography Department Heads.
   3. The presentation could be geared to students from Year 9 – 11.
   4. Arrange a date and time for the presentation and send an email to the school contact confirming this.
2. Preparation
   1. Re-confirm the presentation date and time 2 weeks prior to the event
      1. Find out when you should arrive to set up (allowing yourself at least 10 minutes to test the audio visual equipment).
      2. Find out approximately how many students will be in attendance.
   2. Request the following:
      1. Audio visual requirements to play a video from a USB and a PowerPoint presentation.
      2. Where to park and who to report to on the day.
   3. Prepare the presentation
      1. Read through power point and write your own notes, considering the age and potential interest of attendees. Print notes as needed.
      2. Watch the video and visit [www.alifewithoutlimits.com.au](http://www.alifewithoutlimits.com.au) and [www.geospatialscience.com.au](http://www.geospatialscience.com.au) to familiarise yourself with the content available.
      3. Organise the presentation materials
         1. Ensure you have an adequate supply of hand outs.
         2. Pack the USB and any other items you wish to take.
3. Presentation Day
   1. Wear relaxed business attire and a Surveying badge.
   2. Presentation tips:
      1. Consider your audience and try to adjust tone, language and style to suit.
      2. Maintain a positive perception of yourself and the program and show that you are passionate.
      3. If you can’t answer a certain question refer the student to the handouts or to the website for further information.
   3. Call to action
      1. Hand brochures to students – ask them to pass them around
      2. Hand the surveying books to the teacher/career advisor
      3. Invite students to visit [www.alifewithoutlimits.com.au](http://www.alifewithoutlimits.com.au) and [www.geospatialscience.com.au](http://www.geospatialscience.com.au) to register for more information and they can get updates via Try Surveying and Geospatial Science on Facebook.
      4. Encourage students to consider Year 10 work experience. They can also register their interest on the website. If you are willing, you could also suggest they contact you directly to see if you have a vacancy.
4. Post event
   1. Thank the school contact
      1. Ask for feedback on the presentation
      2. Suggest they register also on [www.alifewithoutlimits.com.au](http://www.alifewithoutlimits.com.au) and [www.geospatialscience.com.au](http://www.geospatialscience.com.au)
   2. Advise DSQ of the date and school you visited.