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**Presentation Check List**

1. 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) to familiarise yourself with the content available.
	3. Organise the presentation materials and have a supply of brochures or other relevant hand outs
2. Presentation Day
	1. Wear relaxed business attire and a Surveying badge.
	2. Arrive 15 minutes before your presentation so you have ample time to set up before hand.
	3. 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 about Surveying.
		3. If you can’t answer a certain question refer the student to the handouts or to the website for further information.
		4. Share your own experiences and personal stories to illustrate your interest and enjoyment of the profession.
		5. Use simple language that will allow students to understand the basic terminology and core concepts involved in Surveying.
		6. Smile and make eye contact when talking with people.
	4. 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) to register for more information and they can get updates via Try Surveying on Facebook.
		4. Encourage students to consider Year 10 work experience with a Surveyor. 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.
	5. Thank the school contact and ask for feedback on the presentation