Purpose: To provide guidance to all presenters to ensure consistency in program material development and effective presentations.

Standards:

As a presenter you are a recognized expert on your particular topic. You are expected to demonstrate high ethical standards and assure that information and material presented are consistent with statute, Commissioner’s Regulations and Comptroller’s/or Commissioner’s Opinions/Decisions.

Support:

Please include biographical information and other pertinent data pertaining to your workshop in your handout materials.

Presentation:

1. Be well prepared.
2. Arrive 10 minutes prior to the start of the instructional period. Start on time.
3. Ensure that any audio visual material you use can be seen and heard by all those in attendance.
4. Strive to make your topic as interesting and stimulating as possible. Give examples and use illustrations.
5. Involve the participants in the learning process by drawing on their experience and ideas. Create an interactive environment.
6. Remember, you are here to provide information and share your expertise with participants. Vendors are requested to avoid “selling” their particular product or service. Make your presentation vendor neutral.
7. When possible integrate some type of practical application into the instructional period.
8. When questions are asked please repeat the question before responding.
9. Allow time for questions and answers. If you are part of a panel, coordinate your presentation with the other presenters. Strive to stay within your time allotment.
10. BE POSITIVE.
11. Avoid jokes that are offensive.
12. Good Luck!