

ENTERPRISE UNIVERSITY PRESENTER: *WHAT TO EXPECT*

We're excited to have you as a course presenter for the upcoming Enterprise University 2019 fall semester! Whether you've presented before or are new to EU, you might be wondering how to prepare and what to expect this semester. Here are a few guidelines and helpful tips.

PRESENTATION PREPARATION

- Use the presenter toolkit to help spread the word! The kit will include social media messaging, email templates and much more.
- Consider making your presentation interactive for audience engagement.
- Courses are two hours this semester. If you've presented at EU before, please review your presentation to make sure it fits within the new time frame. If you plan to offer Q&A, don't forget to build it into your presentation time. *Hint: the attendees enjoy a quick five minute break in the middle of the course.*
- Showing a video? Embed the video in your presentation slides and send the video file with your presentation.
- Plan on sending your presentation files a week before your presentation date. We will test your presentation file and print copies of the slides/handouts you need during the presentation.
- If your file is too large to email, you can request a ShareFile link from Gabrielle.

WEEKS BEFORE YOUR PRESENTATION

You'll be hearing from us so we can make sure everything is perfect for your presentation. We will send reminders to:

- Get your presentation materials
- Gather any handouts you need
- Find out what else you need onsite (see second page for list of items you can request)
- Preferred seating chart (*select locations*)

DAY OF YOUR PRESENTATION

- Arrive early! Your EU facilitator will arrive by 7:45 a.m., so you can get settled in, ask any questions, grab some coffee and enjoy a light breakfast before attendees arrive.
- Class will start promptly at 8:30 a.m. An Enterprise Bank & Trust representative will do a short introduction and then turn it over to you.
- Keep class introductions short & sweet. Make the most of your presentation time!
- Be sure to bring any handouts and materials to promote your organization.

AFTER CLASS

- You will receive a recap of the attendees' feedback within one week. We will also send you a survey about your experience. We value your feedback!
- You will receive a list of class registrants, in case there is any information you'd like to share with attendees after class.

If you have any additional questions about Enterprise University, contact Gabrielle Costales at gcostales@enterprisebank.com or by calling 314.995.5684.

ENTERPRISE UNIVERSITY: *IN CLASS*

MATERIALS IN CLASS

All attendees will automatically receive:

- Notepads
- Pens
- Your handouts, if any
- Printed copies of the presentations (*unless otherwise specified*)
- Name tags
- Survey for feedback

Materials on site for you:

- Laptop
- Projector
- Screen
- Clicker
- Wireless internet

ADDITIONAL MATERIALS YOU CAN REQUEST

Have a few more materials you would like to have during your presentation? Let us know two weeks in advance of your presentation if you would like any of the following available during your class:

- Sticky notes
- Flip charts
- Markers (dry erase or permanent)
- Note cards
- Whiteboards

If there is something that isn't listed here you need during your presentation, please contact **Gabrielle Costales at gcostales@enterprisebank.com or by calling 314.995.5684.**