

Preparing Your Presentation & Tailoring Your Talk

Regrounding Our Response training curriculums are designed to be applicable for a wide range of audiences, so that it can be used for many different groups across Maryland. We recommend that prior to delivering it to a new audience, you take some time to consider any adaptations that may help make it most relevant to the individuals you will be training, challenges that may arise, etc. The following questions may serve as a guide.

- ✓ Who will be in the audience?
 - Audience size
 - Demographics
 - Professional or community attendees
 - Which sector do they represent
 - Attending is optional or required
- ✓ What level of preexisting knowledge is the audience likely to have about substance use disorders and harm reduction approaches?
 - How much foundation information will you need to present to ensure everyone is on the same page during the presentation?
- ✓ What type of supplemental materials might work well with this audience to enhance learning?
 - Specific slides that will resonate with the audience
 - Video clips
 - Handouts
 - Activities
 - Group discussions
- ✓ What experiences, beliefs, strengths, and biases might members of this community bring to the training?
- ✓ Where is the training being held? What equipment will be available to conduct trainings (AV equipment, speakers to show videos, internet access, etc.)?

What to Bring to the Presentation:

- ✓ Tailored presentation (if bringing presentation on a flash drive, be sure that host organization allows external flash drive)
- ✓ Sign-in sheet
- ✓ Printed handouts or resources
- ✓ Printed Evaluations

What to Submit Post-presentation: all follow-up documentation should be provided to the Center for Harm Reduction Services

- ✓ Presentation Coversheet (presentation info, number of attendees)
- ✓ Completed evaluations
- ✓ Sign-in sheet