



GOOGLE DRIVE TABLE OF CONTENTS

Hello Master Presenters!

As a Master Presenter with the Regrounding our Response initiative, you will have access to a file sharing account to access presentation materials and contribute resources and presentation formats that may be helpful to your fellow presenters. The resources and materials in the folder are not static, and new items will continue to be added as we find innovative and interesting ways to present this information to the community.

First, a little about the file sharing platform, Google Drive. Google Drive is a secure file sharing and transfer service. Google Drive is easy to use – both for downloading and uploading materials and resources. Google Drive can be accessed from any place with a secure internet connection and is also available via an app on your mobile device. You can access free training and support by clicking the “?” along the top bar of your account.

Second, how to access Google Drive. Go to <https://www.google.com/drive/> to create a FREE personal account. To access the most up to date changes & information you are highly encouraged (but not required) to create an account. Each Master Presenter will be given a link to access the shared folder. The Master Presenter Folder will be located under your “Shared with me” tab along the left navigation tab of your account. You can add the folder to “My Drive” for easier access moving forward.

Third, how the Google Drive will be organized. While you may add documents to the folders, **please DO NOT add or delete any of the folders.** If you plan to make changes to any presentation, we ask that you first download the file to your own computer and make those changes on your personal work station, so that we don’t change it for everyone. Google Drive allows you to share documents with groups of people, however this does mean that any changes that are made to documents directly on Google Drive will be visible to all group members.

Please keep in mind that many of the files, particularly PowerPoints, are very large and may take several minutes to transfer. Additionally, given the size of the PowerPoints, *plan on saving the presentation on a flash drive* as you will not be able to send the file via email.

A description of the materials and resources in each of the folders are provided below:

- **Handouts** – includes Positive Language Guidelines, CDC 3 Waves Overview, RoR Leave Behind, and SoC specific handouts
- **Other Resources** - includes activity options, resource list *that you can add to*, and graphics
- **Preparing for your presentations** – includes primary sources, best practices and tailoring your presentation, printable evaluation, link to electronic evaluation, and online presentation tips
- **Promotional materials** - includes SoC promotional flyer, palm card and RoR Overview flyer that includes a description of all 5 topic areas
- **Sample modified presentations** - after your modified presentation gets approved by CHRS, *share your slides here* so other MPs can utilize where appropriate

REGROUNDING OUR RESPONSE

- **Schedule and Contact Information** - includes spreadsheet with all MP contact information and spreadsheet with full training schedule; please add presentations when they are scheduled and update after your presentation is complete
- **Supplemental Slides** - includes slides that were created by subject matter experts that can be added to your presentations without needing CHRS approval; may be specific to certain audiences or added when you have scheduled longer presentations
- **Slide decks and training guides** - includes all slide decks and training guides; make sure to look at the Last Modified Date to ensure you are utilizing the most recent materials

If you have any questions or issues with the shared files, please contact us at MDH.RoRpresentations@maryland.gov

****Please remember that these materials are provided to certified Master Presenters ONLY. DO NOT share the link or distribute the contents of the folders (except where appropriate – exercises, advertisements, flyers, evaluations, etc).*