

2005 All-Extension Conference Presentation Outline

Note: Reading this brief outline will help you better understand your role as a speaker at the 2005 All-Extension Conference. Please refer to the *Audio-Visual Guidelines* for information on how to prepare your audio-visual material.

Education by Presentation

As a speaker at the conference, you are the means by which essential information will be disseminated. Your role goes beyond the function of simply presenting your work. Conference attendees are coming to learn from you, making you a contributory facilitator of this ongoing educational process.

Conference Attendees

Extension faculty and staff will attend the conference bringing with them an accumulation of knowledge and experience. They are vitally interested in information that can be applied to their work settings. When planning your presentation, take the attendees needs for practical information into consideration and give more emphasis to applied rather than theoretical knowledge. Also, remember that most attendees are experts in their own right. Sharing with them rather than talking down to them will increase the effectiveness of your presentation.

Question & Answer Period

The moderator will open the Q & A period by calling for questions from the floor and will facilitate the discussion from the speaker's podium. (Speakers will return to their seats at the table following their presentations and will answer questions using the table microphones provided at the table.)

After calling for questions from the audience and selecting the first questioner, the moderator will summarize the question and repeat it over the podium microphone to be sure that the entire audience has heard the question.

During any Q & A period, it is easy for the line of questioning to stray from the specific subject at hand. It is the responsibility of the moderator to keep the questions focused and control the length of the discussion so that a number of concerns can be addressed during the Q & A period. If the discussion strays from the point or becomes

too lengthy, the moderator or speaker should close off that particular discussion by suggesting that the question be pursued further by the speaker and questioner following the close of the session.