

# OLLI Presenter Checklist

Osher Lifelong Learning Institute, University of Oregon



UNIVERSITY OF OREGON

The following is a suggested checklist to help make your presentation to OLLI a rewarding experience for participants and presenters.

For a more detailed description of OLLI membership, group “idiosyncrasies,” and additional suggestions, please see the document “Care and Feeding of OLLI Audiences.”

Please consider the following points prior to your presentation:

- Confirm arrangements with your course manager, the OLLI member or staff member who has contacted you, the day before your presentation.
  - Arrive 20-30 minutes before your scheduled time to check on audio-visual equipment, handouts, and any other needs.
  - Confirm with the course manager how you would like to be introduced. Also, let the course manager know how you would like to organize your presentation. Presentations last between 1½ to 2 hours with a break. Typical formats are:
    - a. 50-60 minute presentation, followed by a 10 minute break, followed by Q&A (usually 30-40 minutes)
    - b. 30-40 minute presentation, followed by a 10-20 minute Q&A, a 10 minute break, then a continued 30-40 minute presentation, followed by a 10-20 minute Q&A
    - c. 90-120 minute (total) presentation with Q&A intermingled during the presentation. Includes a 10 minute break
- (Note: While some OLLI presenters can manage format c. well, we find that many have gotten “sidetracked” by our more vocal members. We recommend a. or b. for new presenters.)**
- Be sure all questioners have a microphone, provided by your course manager. If they do not, please repeat the question so everyone can hear.
  - Be ready for extensive questions and comments from the audience; this is not a silent group.

Thank you again for joining us at OLLI.

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