

EYH Presenter Guidelines

EYH workshops must be interactive. Here's how to make any session interactive:

- 1) Have them do hands-on activities!!!
- 2) Ask them questions that will make them figure out the important information in your workshop. It's not a lecture.
- 3) Ask them questions in place of making seemingly obvious statements. (i.e. "What is $2+2$?" rather than " $2+2=4$ ")
- 4) Have them make calculations, either on paper or in their heads.
- 5) Have the girls prepare the hands-on material that they will use in your session. It will save you time and give them something to do while you do your overview talking.
- 6) Ask them what they know about your topic and what interests them about it.
- 7) Ask what schools they are from and incorporate why you love that area, school, the restaurant down the street, etc. to create a sense that they are "special". They are apt to participate more freely in the hands-on stage.
- 8) If you don't get a response, ask a particular girl to answer your question. Call her by name if you can. Ask her name if you can't.

Try to get a particular point across. What one thing do you want them to remember?

Simplify the steps that are not necessary to prove the point. Time will go by faster than you think. You have 50 minutes. Prepare as if you have 40, including time for end-of-session questions.

Give them something tangible to take home. Something they make, a sheet of their own calculations, a certificate of achievement, a freebie from your company/school. (Please bear with us on the headcount. Final numbers can vary significantly from the estimate).

Some girls may be much faster than others at doing the assigned task. Be ready to give those girls something challenging to work on while waiting for the others.

Don't talk down to them, but speak slowly and loudly, and avoid lingo and big words. Congratulate them for correct answers and good work. Help build their confidence.

Don't be afraid to discipline the girls if they are being unruly. But do try to read those situations for signs that the session's momentum is waning. Adjust if needed.

You may offer your contact information if you'd like to be a future resource to the girls. Some AV equipment is available but simpler is usually better (and less likely to fail!) Your presenter sign-up form included space for AV and other room requests. We will

contact you to reconfirm availability of your requested items.

The dynamics of your session will also be influenced by the following:

- 1) Some attendees will have requested your workshop and will be very interested from the moment they walk through the door.
- 2) Some attendees may be assigned to your workshop in lieu of ones that were sold out. (Here's your chance to open their eyes to something new!)
- 3) There is a munchie break before the second session.
- 4) They may be totally psyched by the third session, or totally wiped out.
- 5) The size of the groups may vary based on scheduling, same-day registrants and no-shows.