

PRESENTERS INFORMATION

During the Western Region Enterprise Day some 15 presenters interact with approximately 20 secondary students on their stories and explain how they have gone about achieving their success.

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GENERAL INFORMATION FOR PRESENTERS

Opening Ceremony

Presenters are welcome to attend the Ceremony in the Bonython Hall starting at 9.00am and concluding at 9.45am.

Arrival Time

Presenters need to arrive no later than **9.45am** in the foyer of the **Napier Building-Lower Ground**, North Terrace, where they will be directed to their group. (Please refer to campus map)

Workshop

The workshop will start at 9.50am and conclude at 10.45am. The workshop will be facilitated by 2 facilitators; who will introduce you and encourage students to ask questions.

Presentation

All rooms are equipped with AV equipment. If you wish to use these facilities please provide your presentation on USB or email to kerry.james@adelaide.edu.au 2 days prior to event. *Please note that the University's standard applications are; 2003 Word, Excel, PowerPoint and Publisher.*

For further information on presentations please refer to "Guide to Message Delivery" below.

Handouts

If you would like to hand out materials of your presentation to the students please email a copy of your handout to kerry.james@adelaide.com.au no later than 2 days prior to the event.

Morning Tea

Morning Tea is provided to all presenters at the conclusion of the workshop.

Transportation and Parking

Taxi vouchers can be issued if required, please notify WRED coordinator at least 2 days prior to the event. Parking is not available on the campus grounds without a permit. Parking is generally available at Centre Point car park (above Target, Rundle Street) before 10.00am.

PRESENTERS GUIDE FOR MESSAGE DELIVERY

- Your story is to be told to a group of approximately 20, year 10 Secondary Students
- Begin with something exciting, which has happened rather than history
- Keep your words and sentences simple
- Keep your story personal
- Tell them how you got to where you are now
- If you need to use a technical term or "jargon", check with the students for the meaning of what is stated
- Some of the students may come from non-English speaking backgrounds, hence the reason for keeping everything simple and clear
- If possible, stress the novel, enterprising/entrepreneurial aspects of your work to date
- If possible, give examples of real-life business problems you have experienced and how you overcame it
- Keep in mind that the students will be working on areas relating to business sustainability/environment and climate change
- Stress the qualities you need, ie. application, training (on or off the job) persistence
- How did you overcome the difficulties in your way? ie. getting started, getting money, getting publicity (if relevant)
- Try to deliver a simple "take home" message, which should be from your own experience
- Presentations are to be no longer than 15 minutes (including question time)

Thank you, your contribution to the student's education will be valued and appreciated.