

## **“How To” Instruction Sheet**

Thank you for wanting to give a presentation on Raising the Bar on Women's Health and Safety to members in your local union, area or region. Here are some suggestions to help you succeed:

1. Get approval to do the presentation by talking to the local president, committee chair, area-council president, or other relevant person.
  - Agree on a date and time, and ask for 15 minutes to give the presentation.
  - Find out if the presentation will be in-person or online, depending on health conditions where you are.
  - Ask them to help advertise the event by including it in their meeting notice, putting it on their web page and/or bulletin board, etc.
  - Ask them to provide the necessary equipment and materials (see below in “Things you will need. . .”)
2. Print off a copy of the [speaking notes](#).
3. Practise giving the presentation—out loud and on your own—a couple of times before the event.
4. If you are presenting online and would like to become more familiar with using Zoom or another platform, please contact your District Education Coordinator well before the event.

### **Things you will need for an in-person presentation:**

- Laptop computer (where you'll download the PowerPoint slides)
- Data projector
- Speakers
- Screen or light-coloured, clear wall space
- Copies of the flyer to hand out

### **Things you will need for an online presentation:**

- Laptop computer (where you'll download the PowerPoint slides and flyer to send as an attachment in the chat feature)