FAQ for Presenters

• I was just recruited as a presenter. What should I do?
  1. Ask Suzanne to add you to the just-be-all@cs.indiana.edu mailing list.
  2. Send your availability to IUJustBe@gmail.com -- use "Availability" in the Subject.
  3. Send your Emergency Info to IUJustBe@gmail.com -- use "Emergency Info" in the Subject.
     - Name, relationship, phone number of three people we should contact if anything happens to you
     - Allergies (even drug allergies)
     - Name of health insurance plan
  4. Send a picture and short bio to Beenish Chaudry (bchaudry@cs.indiana.edu) for the Just Be About the Presenters page. Your bio should include what year you are in school, where you are from, how you got involved in computers, research interests if applicable, and what you enjoy doing outside of class/work/research. When we organize dates with schools, we tell them who will be presenting and direct them to this site to learn more about the presenters.
  5. Apply for an instate travel grant (see How To section for details).

• I am presenting at a school. What should I do?
  1. Get a travel form if you have not already (look at How To section to learn how to get the form).
  2. If you are over 21 years old and have not driven a University car, please sign up with IU Risk Management. This form gives you permission to drive a university car (all drivers must be over 21 years of age and cars with student drivers are not allowed to cross state lines).
  3. Contact IUJustBe@gmail.com to reserve a car and hotel (if trip is far away).
  4. Reserve a room to customize and practice the presentation at least two weeks before the presentation (see how to section on how to reserve a room). Contact the Just Be Outreach Coordinator to get information about the latest presentation. See the next question to learn what is needed and what is done during a practice session.
  5. Coordinate with the other presenters two weeks before on who will pick up the rental car, who will drive, and what time you will leave.
  6. Contact the teacher a week before the presentation to confirm the presentation. An example is below.

    Dear -teacher name-,

    My name is -your name- and I will be presenting with -other presenters names- at -school name- on -date- from -time-.

    I am writing to confirm our Just Be presentation at your school. We plan on arriving at your school -time (20 minutes before your first presentation)- in order to set up our computer and prepare for the presentation. Please let me know if anything has changed from our initial contract.

    We are looking forward to meeting you and your students. If you have any questions, please call me on my cell phone -cell phone number-.

    Sincerely,
7. Make sure you have everything you need before you leave Bloomington (use this checklist to make sure you have everything when you leave the high school).

**Checklist**

- WIC laptop, DVI to VGA converter, adapter
- Pocket PC(s)
- Presentation on WIC laptop
  - Presentation that uses CPS system
  - Presentation that has questions in case CPS system does not work
- Presentation available online, USB stick, CD in case you have to use their computer
- WIC projector
- eInstruction modules
  - 39 (we lost one) eInstruction modules
  - eInstruction reader
  - eInstruction connection cables
  - eInstruction Serial to USB connector
- Goodies/swag to encourage involvement
- 1 GHC or CSTA poster to give to teacher as a thank you
- 1 eInstruction hat to give as a thank you to the teacher
- Directions to the school (and hotel)
- Emergency contact info (should be in the laptop bag) for all presenters

8. Ask the teacher to get comments/feedback from students (you can use the feedback form in the Reviews section, but collating data takes a long time) to help improve the presentation.

9. Write up a review of your presentation experience (see the Reviews section for an idea of what we are looking for) and email it to just-be-all@cs.indiana.edu.

10. If any reporters came to your presentation (even high school newspapers), ask for a copy to put on the internal site under the Press section.

11. Keep *itemized* receipts for travel expenses.

12. Turn itemized receipts with travel form to Becky Curtis in LH 215.

- **What is needed for practice? What do we do at practice?**

  For practice sessions, you need to:
  
  - Reserve a room with Lucy
  - Coordinate with Suzanne to pick up the WIC laptop, the eInstruction modules, and the WIC projector

  What do you do during a practice session:

  - Go over the presentation and customize it by:
    - Editing the presenter pages to have each presenters information
    - Adding, editing, or deleting computing fields slides based on time limit and audience age
  - Decide who will present each slide
- Set up eInstruction (if necessary) to practice
- Practice the presentation at least once

- **How many times do I practice if I've never done the presentation?**
  
  We'll make sure you have plenty of practice before you do your first presentation. We will set up 1-3 group practice presentations where *Just Be* presenters will meet with you and go over the presentation. Then you will have a chance to do it. Each meeting typically takes 1.5-2 hours.

- **Do I have to practice the presentation if I know it?**
  
  Yes. We try to practice at least once, but sometimes twice before a presentation at a school because we like to customize it for each school and go over any new slides that may have been added.

- **Why do I need an instate travel form?**
  
  This lets the school know we are traveling and will insure us in case anything (hopefully nothing) happens to us. It is also the form we need to submit to get money back.

- **Why request a form now?**
  
  Because we frequently forget to get the form before we go present... and if we do not have the form, we are not insured... if we are not insured and something happens, we're responsible for damages.

- **What if we don't have a car?**
  
  Most *Just Be* trips will use a university car. This means that any damages that happen to the car during trips will be covered by insurance. If you use your personal vehicle, then you do so at your own risk.