C-FERST Train-the-Trainer

**Presentation Checklist**

* **Preparation *(Day before)***
	+ Practice PowerPoint (PPT), Live Demo, and Script
	+ Follow the template in C-FERST PPT several times until you are comfortable with the results
	+ Review the data that C-FERST generates and be sure that you not only understand the data, but can clearly explain it to your audience
* **Communication**
	+ Personal Contact information for host (phone/e-mail)
	+ Map of location/address
	+ Parking Information
	+ Room Number
	+ Start Time (arrive 30 minutes early)

* **Setup *(In person)***
	+ WiFi Connection (login name/password)
	+ Projector
	+ Laptop
	+ Flash Drive
	+ EPA hotspot (emergencies)
	+ Print a Sign-In Sheet

* **Setup *(Adobe Connect)***
	+ Try to have two monitors available
	+ Be sure that call-in info and [www.epa.gov/c-ferst](http://www.epa.gov/c-ferst) is entered in chat box for easy reference
	+ Have SE 122nd Avenue, Portland, OR, USA or Community Example or other specific area and issue to map open in new tab
	+ Universally mute all lines. Presenter must press #6 to unmute before starting
	+ Adobe Connect Logistics:
		- Mute lines unless asking a question
		- Do not put phone on hold
		- Use Q&A pod for general questions
		- Use Technical Issues pod for immediate needs
		- Place helpful reminders in session notes
		- Place poll questions in Poll pod
			* *Note: You cannot view poll in Adobe Connect full screen mode*
		- Enable pop-ups on browser

* **Presentation**
	+ Check functional webpages or develop screenshots (PPT)
	+ E-mail copies of presentation to your personal e-mail and host contact e-mail
	+ Print Handouts/Request EPA SWAG
	+ Pen and Paper (to record feedback/answers)
* **Evaluation**
	+ Encourage audience to use the user forum to share their feedback about the training
	+ Be sure to save any questions from the chat box and to follow up when necessary