

Guidance to Face to Face Presentation at Panel

Introduction

Following on from your submitted application you may be invited to do a face to face presentation of your project proposal. The meeting will involve donors of the panel and Foundation staff.

Your presentation will take the format of a 10 minutes talk to the panel with 5 minutes of questions and answers afterwards. This provides an opportunity to provide further information and clarify any points about your proposal which may not be understood by the panel.

The Process

Upon receipt of your application being eligible to the Foundation will invite you to speak at a future panel. You will be provided with good notice to allow you to prepare your presentation including time, date and venue.

Handy hints and tips for making a short presentation

You may wish to consider the following helpful hints and tips to make the best of your presentation time:

- Prepare what you are going to say and think about what complementary and additional information you could provide to your application. Remember that the presentation will be timed so you will need to ensure you have enough time to say what you wish to say.
- A good idea is to prepare some bullet points on a sheet to help
- In your presentation it is a good idea to briefly introduce your group and summarise your proposed project activity. In our experience there can be the temptation to speak only about the group and not the actual project. Therefore you may wish to structure your presentation in the following way:
 - 3-4 minutes briefly talking about groups and aims
 - 3-4 minutes outlining the project
 - 3-4 minutes expanding on the detail of the project and conclude with a 'thank you for listening'
- If you wish you can provide additional materials in order to aid and support your presentation – this may include photos, marketing materials, case studies or stories of a beneficiary and so forth
- Ideally it will be the main contact on the application who carries out the presentation. However if they are unable to attend please ensure that the person who does has read the application and will be able to speak knowledgeably about the project
- **Remember the panel are there to be supportive so relax and enjoy talking about your project!**