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