



# **Presentation Guidelines**

## **EXP Group**

The following are guidelines to help us structure talks a little better. They are by no means rules and you can add or take out anything listed. They are based on feedback we got from previous group attendees. Most of all we like to make out talks as accessible as possible.

**December 2023**

# Introduction

## Let us know who you are

- Name
- Time at TCC
- Your style/s of shooting (street, landscape etc)
- Your methods (entirely analogue, semi-digital etc)
- Relevant gear and formats
- Anything else about you (e.g. your career in photography or relevant info)

# Intro to main subject

## Tell us what you are going to talk about first

- Why you chose what you are about to talk about
- Very short overview of what you're about to talk about
- List out the key parts
- Let us know if you are open to questions on the topic after (it's not compulsory)
- Pre-warn if there's nudity, images of death, injury, war or any material you think needs noting. We do not censor our members but play nice, please.

# Main subject

## Preach it!

- Speak a little louder as we don't have microphones yet
- Bring supporting photos / docs on a USB or printout (we'll arrange the rest)
- Try to take photos (even if on your camera phone) of small things and email them to us and we'll put them up on the TV
- If someone asks a question that will veer you off your main topic - refer them to the Q&A at the end
- Stick to 30 mins max - if it is longer please let us know beforehand
- Try to keep it longer than 5 mins - if you're struggling reach out

# Q&A

## Questions and finishing up

- Repeat the question louder if the person asking is quiet. It is common that people at the front ask too quietly and people at the back can't hear it
- Let it run as long or as short as you like even if you go over 30 mins
- When there are no other questions thank everyone for listening and hand back to the presenter / next speaker

Thank you