

6 PREPARE

RESOURCE 3

Preparing for individual meetings

A meeting is a key opportunity for getting the attention you need for implementing your educational activity. Below are some suggestions for planning meetings:

Before the meeting:

- Review and rehearse your full elevator pitch.
- Obtain a letter from the Anne Frank House partner/coordinator to introduce your project.
- Dress appropriately and arrive on time.

During the meeting:

- Introduce yourself and explain why you asked for the meeting.
- Introduce the Anne Frank Youth Network and the mission of the Anne Frank House.
- Smile, be positive, confident, and enthusiastic.
- Present your ideas for your activity (think of the elevator pitch practice).
- Present the letter from the Anne Frank House and photos of other projects and products.
- Offer to answer any questions.
- Explain how the school/community will benefit from it.
- Ask for what you will need from them (i.e. usage of the room, permits, etc).
- Thank the person for meeting with you.
- Leave a leaflet of the project and a copy of the Anne Frank House partner organisation's letter with the person you met with for their review.

After the meeting:

- Make follow up calls
- Reflect on the meeting and on any improvements you would like to make next time.

Preparing for your educational activity

The following is a guideline for giving a successful presentation.

Before the presentation:

- Find a venue and a person willing to host the activity: for example, your school teacher at your school, or the youth coordinator at your youth community centre.
- Create a poster/flyer to publicise your activity, send invitations/messages to those you want to attend.
- Review, prepare and practise the activity you are going to implement.

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- Have a short script of what are you planning to do during the activity. See PREPARE Section.
- Prepare any visuals and materials you will use in the presentation.
- Dress appropriately.
- Arrive at the venue at least half an hour before your presentation to set up.
- Set up the room and test the equipment if needed.

During your presentation:

- Present yourself and explain the purpose of the presentation.
- Thank the audience and your hosts for attending.
- Introduce the topic and start running the activity.
- Ensure that you speak loud and clear.
- Do not rush, take your time to implement every step of the activity properly.
- Ask participants for questions and feedback.
- Sum up the activity with a reflection moment as part of a respond activity.
- Thank your guests for attending.

After the presentation:

- Evaluate your activity.
- Send thank you letters/emails to your hosts and guests.
- Reflect on any improvements for future activities.
- Share your activity report with the Anne Frank House partner/coordinator and Anne Frank Youth Network. See Section RESPOND.