



AIDE MEMOIRE TO PRESENTERS

We hope that you will find the following note useful.

INTRODUCTION

The aim of the Northern Community Area Partnership NCAP meetings is threefold:

- To maintain current awareness within the Partnership of community issues
- To facilitate networking between our Partnership members
- To encourage future participation in the Partnership activities

You will know that you have great influence, through your presentation, to make the meeting memorable.

Your audience comes from a variety of technical, volunteering and business backgrounds and has a variable knowledge of community matters and how these relate to their interests.

THE PRESENTATION

May we suggest that the slides being projected should be in colour. You yourself will appreciate how people receive and retain information through the effective use of visual material and how helpful it is to have a large font to enable easy reading by all. We do not encourage paper handouts as we like to put copies of all presentations on our web log, to enable easy access to all members. Most presenters seem to prefer questions at the end.

VENUE etc

We use a variety of different venues ranging from village halls, the RAF Station at Lyneham to Town Council offices. To help familiarise yourself with the venue perhaps you would like to arrive early so that we can help you to set up any equipment or displays and ensure that the appropriate facilities are in place.

We attend to the following:

- Room layout which is usually six or more rows of seats with an aisle down the middle but if you require something different please let us know
- Lighting – we find that dimming is preferable to total blackout when quality photographs being projected appear at their best
- The required positioning of projector, screen and laptop, all seats and, if required, flip chart and whiteboard
- Projector, screen and laptop

Our Partnership enjoys a presentation and we find that enthusiastic presenters enhance such experiences. We look forward to your presentation.

For further information, please contact the officers below who will be happy to help where they can.

Shelley Parker, Community Partnership Officer, NWDC (01249 706449) or sparker@northwiltshire.gov.uk

Dave Roberts, Senior Community Planner, WCC (07979 318504) or daveroberts@wiltshire.gov.uk

www.ncap-northwiltshire.org

Northern Community Area Partnership

Ashton Keynes . Bradenstoke . Braydon . Broad Town . Bushton . Clyffe Pypard . Cricklade . Hook . Latton . Leigh . Lydiard Millicent
Lydiard Tregoze . Lyneham Village . Marston Meysey . Purton . Purton Stoke . RAF Lyneham . Tockenham . Wootton Bassett