# IN-PERSON PRESENTATION PLANNING TEMPLATE

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| --- | --- |
| **Session Title:** | **Audience (Y, A, Both):** |
| **Presenter(s):** | |
| **Workshop Description:** | |
| **Session Date and Time:** | |
| **Session Location: TBD** | |
| **A/V Provided\*:** | |

\*If you would like additional A/V, please contact your content representatives for costs.

For the attendee’s health and safety, FCCLA will not be printing handouts for the in-person conference. All handouts will be available on the virtual platform.

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| --- |
| **Handout Title** |
| *Ex. Planning Process Summary* |
|  |
|  |

For the attendee’s health and safety, FCCLA will not be providing any supplies for the session. Please identify if session attendees will need to bring anything specific other than paper and writing utensil.

|  |  |
| --- | --- |
| **Materials Attendees May Need to Bring for your session** | **Quantity** |
| *Ex. Highlighter* | *1 pen* |
|  |  |
|  |  |

**Additional Comments:**

|  |  |
| --- | --- |
| **Time** | **ACTIVITY/DISCUSSION** |
| **Set-Up** |  |
| **0-15** |  |
| **15-20** |  |
| **20-25** |  |
| **25-30** | Question & Answers |
|  | **Complete the section below only if session is a designated Career Pathway Demonstration** |
| **30-40** |  |
| **40-45** |  |
| ***45-60*** |  |

**Additional Comments:**