Guide to Scheduling Your Presentations

Below is a step-by-step guide for scheduling presentations. Please keep in mind that you are expected to give 8 or more presentations over the semester, plus participate in several big community outreach events. To give these presentations, you need to have some time in your academic schedule during the day to go into classes AND you need to consider how you will get there. We will assist with coordinating transportation, if possible. But ultimately, you are responsible for organizing transportation and should consider how you will get there when you volunteer for given presentations.

1. The TA receive requests for talks through the request form on our website: http://blogs.cornell.edu/naturalistoutreach/presentations/request-a-presentation/. If you know of teachers near the Ithaca area or in your hometown that are interested in requesting a talk, please refer them to this website to request a presentation.

2. Once the TA receives a request for a presentation, they will send out an email to the class. If the request is for a specific topic, they will only email the students that have that topic. The email will have the following subject "REQUEST: name of the school where the presentation will be".

3. The emails will look like this:
   - Your Name*: (This will be the teacher’s name)
   - Your School*: (School where the presentation will take place)
   - Grade Level*:
   - Number of Students per Class*:
   - Number of classes we speak to*: (One for an individual presentation or multiple for an Ecology Day)
   - Email address*: (Of the teacher)
   - Phone Number*: (Of the teacher)
   - Requested Schedule (please include dates, times, and which presentations you'd like; see list available):
   - Please provide driving directions to your school from the Cornell University campus:
   - Please keep this information for presentations you are signed up for as it will help you to contact the teacher at the school if need be.

4. As soon as you receive a request email, you can reply to the TA saying that you are interested in giving this presentation. Most of the time, requests do not explicitly ask for presentations on a specific date, so you should include in your reply possible dates and times when you would be available to present. If you receive a request, you can reply to present even if your topic is not listed in the email.
REMEMBER how the system works: first-come, first-served :)  

5. Once the TA has all the information from the speaker(s), they will email the teacher that requested the presentation with all the details about you, your topic and the date/time you will be visiting her/his school.

6. When the TA hears back from the teacher saying that everything works out in terms of scheduling, the TA will send you an event invitation through Google Calendar. In that event, you will have all the details about the presentation, including the teacher’s contact information. Please check your Google Calendar. You should be able to see a calendar called: Naturalist Outreach 2016. If you do not see this calendar, please email the TA, ASAP.

7. Please remember that it is your responsibility to figure out how you will get to the places where you will be presenting. If you do not have a car, the TA will schedule your presentations with others that do. Please keep this in mind when you express your interest in a request. Also, I would like to emphasize that punctuality is very important! Therefore, make sure you review the directions on how to get to the schools well before hand.

LET US KNOW IF YOU HAVE ANY QUESTIONS