



Tips for making a good ACE presentation
What to do . . . and not do!

- When scheduling your presentation, choose **nonpartisan organizations/ audiences**.
- Remember, your goal is to **teach participants how to consider an issue, not what to think**.
- Follow the outline but **be flexible**, depending on time constraints and audience.
- **Leave personal agendas at the door**. Do not politicize the presentation.
- **Do not make jokes** or disparaging remarks about government officials or institutions.
- **Do not use labels** such as conservative, liberal, etc.
- **Prepare in advance**. Ask about the set-up of the room, anticipated number of participants, equipment, etc.
- **Be conversational** in your approach. Connect with the audience. Do not read the PowerPoint slides.
- **Be respectful** of diverse viewpoints.
- **Do not debate**. Invite someone who wants to discuss an issue to speak with you afterward.
- **Do not use the program as an opportunity to solicit business**.
- **Bring someone to help** with distribution of materials and equipment as needed.
- **Thank your audience**. Leave them with something to think about or read – example: Constitution pamphlets.



These materials have been adapted, with permission from The Florida Bar Benchmarks Adult Civic Education Program, for use in Louisiana. Principal authors of the Florida Benchmarks Program are Annette Boyd Pitts and Richard Levenstein. For assistance with adaptation in other states, contact staff@flrea.org