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.
6 PREPARE

• Have a short script of what you are 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/mails 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.