## 01 - KNOWING YOUR PROGRAM

- Review your objectives
- Ask your host for info about the group
- Remember: legal capability is about more than just information
- Give resources
- Meet people where they are
- Talk about the why
- Talk about fairness
- Correct mistakes gently
- Remember the difference between law on the books and law in the street
- Be honest about challenges

## 02 – BEFORE YOU GO

- Review the agenda and objectives
- Do a Daily Program Notes sheet
- Write down contact info for services
- Anticipate questions
- Check the news
- Practice

### 03 - WHO'S IN THE ROOM

- Host: responsible for the space; has a longstanding relationship with the audience; a valuable source of information
- Facilitators: manage the flow of the program, create a welcoming space for audience and presenters
- Experts: bring knowledge, insight, resources
- Audience: participate in a comfortable way

## 04 - ON YOUR FEET

- Follow your facilitator
- Match the norms of the space
- Adapt to the conversation
- Repeat instructions and key information
- Continually scan for understanding
- Admit when you don't know something
- Don't make assumptions about literacy
- Show curiosity
- When in doubt, be honest

# 05 - TRICKY ELEMENTS

- Be approachable without talking down
- Manage power differentials
- Engage with anecdotes
- Prevent personal oversharing
- Avoid or explain legal terms
- Accept that students may be multi-tasking
- Check that students are understanding you
- Use practical demonstrations to overcome hidden barriers (call the clinic!)

## 06 - THE BIG PICTURE

- Giving students a positive experience with you is more important than getting all of your information out
- Give resources whenever you can
- Be generous
- Have fun!

