

## ADDITIONAL PRESENTATION TIPS AND IDEAS

These were collated from delegates during both London and Leeds training events:

- Check the exact amount of time you will be required to speak for.
- Plan a quiz, for example, at the end of the presentation. This works particularly well with young people and can fill up time at the end of the talk. Some presenters have found this works well at the beginning to engage people.
- Set realistic expectations for potential new members. Proper security checks do take time.
- Know the history of the establishment you work in, as well as the IMB.
- Research the groups you are speaking to.
- Find out if you can take photos of your establishment to take with you to speaking events. (Do not include photos of detainees – the photos on the DVD are of actors).
- Facts and figures as compiled by the Prison Reform Trust are helpful.
- Check the room layout and where to position yourself. It is important to be able to see everyone and for them to see you.
- Consider any back lighting, e.g. behind where you will be standing.
- Be aware of the audience, i.e. who you are talking to. Ensure you are not going to say anything that will offend people.
- Jangling jewellery or jangling change in your pocket is distracting.
- Enquire about appropriate dress.
- Microphones – use one if the room is large so the people at the back can hear you.
- Have contingency plans in case of computer problems. For example, you could print speakers' notes and take them with you.
- If you are from a prison IMB, ensure you have an understanding of Immigration Removal Centres and Holding Rooms.
- Beware of generic anecdotes.
- Be aware of confidentiality, i.e. don't mention the names of any detainees.
- Take care if using jokes.
- Issue handouts at the end, otherwise people don't listen.

Think of a 'snappy' title for your presentation. Rather than using "The Work of the Independent Monitoring Board", draw peoples' attention with:

- "Handling Dangerous Men"
- "The Prisons I Have Been In"
- "Life Behind Closed Doors"
- "Outside In"
- "My Life with Bad Women"
- "My Life in Prison"

As a conclusion to the presentation, you could end with "IMBs are unique to Britain and Australia. Other countries don't have them."