

## Conference Sheet

Answer the following questions in a sentence or two. Bring your answers to conferences.

- 1) What problem are you addressing?
- 2) What is the solution or solutions you propose?
- 3) Who is the real audience for this proposal?
- 4) Is this audience the class? If not, how are you positioning the class for your presentation (are they to stand in for the real audience, are you trying to get their support for your plan, etc.)?
- 5) You will provide your Proposal packet to the class. Will you be using any other aids in your presentation (PowerPoint, handouts, posters, overheads, etc.)?