



501 Talks Tech: Presenter Overview

About

The [501 Talks Tech](#) training series is a free service for nonprofits, and covers a variety of technology topics. The focus is to increase the nonprofit sector's use of technology by providing information, as well as free and low-cost tools, to increase community resources and improve outcomes for nonprofits across Washington State. Each interactive training lasts for an hour and a half, with the goal that participants walk away having learned something that can be directly applied to their nonprofit.

Timeline

12(+) Weeks Ahead of Presentation

- Initial Conversation, covering:
 - 501 Talks Tech & [training details](#)
 - Presentation template
- From you I will need:
 - What topic will you be presenting on?
 - What are the key outcomes? What will participants walk away with?
 - Would you be comfortable incorporating a webinar?
 - Contact information (e-mail, phone number)
 - Preferred date
 - Presentation description
 - Your bio

6 Weeks Ahead of Presentation

- Conversation #2:
 - Do you need any additional templates or assistance?
 - Required training materials, such as props and handouts
- From you I will need:
 - Presentation description and bio, if not already provided
 - Presentation slides – send your draft to us for our review

2 Weeks Ahead of Presentation

- Conversation #3:
 - Follow-up on progress
 - Review and finalize presentation slides

- From you I will need:
 - Confirmation that presentation is complete and in its final draft
 - Training materials, such as props and handouts, if needed and not already provided

1 Week After Presentation

- Final conversation, covering:
 - Survey results (see [Training Details](#) below)
- From you I will need:
 - Final presentation slides to post to the [Technology Knowledge Center](#)

Location & Scheduling

The **501 Talks Tech** series takes place in a conference room or event space on the 8th floor at the Pacific Tower, 1200 12th Avenue South, Seattle, WA 98144 ([directions](#)).

These trainings are slotted to occur every third Thursday of the month.

Training Details

- The presentation lasts for an hour and a half, from **12:00 PM to 1:30 PM**.
 - We would like you to arrive around 11:30 AM to set up and test the presentation.
- We give a 5-minute grace period during which we wait for more attendees to arrive.
- 501 Commons staff will give a brief introduction about 501 Talks Tech.
- The presentation will start at roughly 12:10 PM.
- When the presentation is finished, 501 Commons staff will distribute a survey to attendees.
 - We will compile the survey results and send those results to you.
- Within a week after the presentation, we would like you to send your presentation slides with any edits you have and we will post them on our [Technology Knowledge Center](#).

When putting together your presentation topic and contents, please:

- Gear the content and language to your nonprofit audience (try to avoid business terms or references that are not applicable to your audience, and explain any tech terms that may be unfamiliar to non-technical participants).
- Support general information with directly applicable and specific details and examples whenever possible.
- Do not include sales pitches or advertisements. If you would like to share information about your organization, we invite you to bring cards or have a single slide of URLs “for more information” at the end of your presentation.

Contact

If you should have any questions about the **501 Talks Tech** series, please feel free to reach out to Megan Moorehead at megan@501commons.org or call 206-682-6704 extension 115.