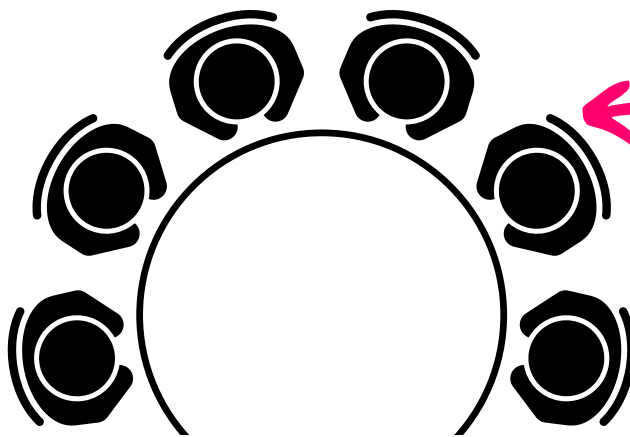
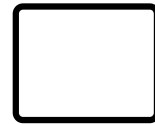
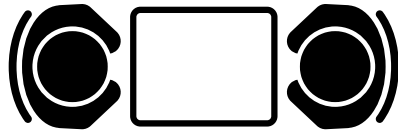


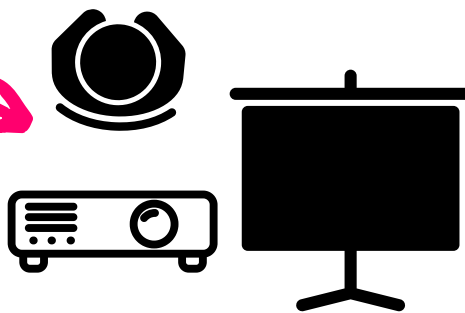
INTERIOR

You can set up tables on the sides. One is for displaying information and illustrative material. Another can be used for drinks and small snacks if the facility provides them. Information material and food provide a good starting point for over-punctual parents. They can already adjust to the topic and get into conversation with each other.



Chairs should be placed in a semicircle if possible. This way the parents can see each other and talk to each other better.

Clarify what technology you need, what is available in the facility and what you might need to bring along. Set up and test the equipment well in advance of the parents' evening. If possible, we recommend that you arrive at least one hour before the start. This will give you enough time to prepare everything, to start your presentation, to open the websites to be shown and to have first conversations.



Have a plan B in case the technology should actually fail. For example, have web pages as screenshots and presentation slides additionally on transparencies for an overhead projector. This will not only reassure you, but also ensure that the evening will be a success in any case.