



DEPARTMENT OF HEALTH

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GOVERNOR

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DIRECTOR

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February 12, 2024

To: Communications Office

From: Kabi Neupane, Managing Supervisor, Communications Office

Subject: The Presentation

Task: Design a presentation to help educate the community about your chosen disease.

Supervisor: Dr. Kabi Neupane

Now that you have published the press release, it is time to prepare your presentation. The presentation will be held at the Leeward YMCA¹, and it should cover the basic elements that were outlined in the press release, i.e. you do not need to do any more research. However, it is important to supplement your research with figures that will help illustrate the important aspects of your presentation. Look for figures that are visually simple, easy to understand. As with the press release, keep your target audience in mind, the members of the Leeward O'ahu community. What would they *want to know* about your disease? What do you think they *should know*?

Additionally, add a FAQ (Frequently Asked Questions) section at the conclusion of your presentation. This will be a simple list of questions that you anticipate people will have,

¹ Note – for the purpose of this project, you may choose any community site that is relevant to you and your community.

as well as short, succinct answers to them. FAQs sections are a great, yet simple, way to summarize a presentation in a format that effectively engages the audience.

Again, you should use Google Drive to facilitate collaboration on the presentation. To create a presentation, simply click on “New” and then “Google Slides” while in Google Drive. Do not create your presentation in PP or Keynote and upload it. It will not work the same way.

Once your group has completed the task, send it to your supervising director via our Lulima site by no later than March 10, 2024, and wait for feedback before moving on to the next step. You will be given your next task once you have completed this second task.