**Please use this template to prepare your presentation’s list of terms, remove all sections you do not use, and delete this note prior to sharing your list with AAA.**

**Event/Session/Webinar Title:**

**Event/Session/Webinar Date & Time:**

**Event/Session/Webinar Type:**

Presentation Title:

Presenter:

Takeaway Message: Please write a 3-4 sentence summary of the take-home points. (Note: This should not be your abstract.)

* **Instruction:** All below lists should be sorted alphabetically

# Language(s) Used in Addition to English

Please use this section to list any languages you may use during your presentation in addition to English.

After listing the languages, please explain in what way you will use those languages. Examples of explanations include:

1. Using words and phrases from the language sporadically through the presentation.
	1. Instruction: List those below.
2. Introducing or closing out your presentation in the language.
3. Switching between languages.
	1. Instruction: If possible, please share when you will be switching to an additional language by identifying specific slides, titles, or other keywords that can help prepare the captioner accordingly.

## Keywords & Phrases in (Language 1)

1. Word/phrase (pronunciation): translation and if necessary, definition

## Keywords & Phrases in (Language 2)

1. Word/phrase (pronunciation): translation and if necessary, definition

## (If using words and phrases from multiple languages) Keywords & Phrases

1. Word/phrase (pronunciation – language: here): translation and if necessary, definition

# List of Acronyms

1. ACRONYM – Meaning of Acronym

# List of Names

Sort alphabetically by first or last name

1. Person’s name (pronouns), person’s title, person’s organization

# List of Proper Nouns

1. Proper Noun

# List of Keywords/Important Terms/Technical Words

1. Word: definition/explanation (include citation if necessary)

# Presentation Outline

Use the below space to provide a brief outline of your talk for your audience, ASL interpreters, and CART captioners. You may use this as an outline slide if you plan to use slides as well.

# Tables from Charts Included in Slides

Include any data that is presented as charts in simple tables below. Make sure each table is **titled** and **labeled** accurately in such a way that allows the data to be easily understood.