

PRESENTATION PLAN



When do we aim to Finish the Website and submit our Individual reflections?

Website Finished 10pm Friday 3rd December

Individual Reflections submitted 10pm Sunday 5th December (Get good nights sleep before presentation)

Location and Timings

6th December 2021

Newton Foyer

- 9-10am Set up
- 10-4pm Open to public presentation
- 4-5pm Take down

Appearance

All members of the group to be present and appropriately dressed in smart/casual clothes. (Shirt/ nice top and jeans). Name tags to be worn to encourage the asking of our questions. Everyone needs to be smiley, make eye contact, give and receive details off visitors.

Roles to Assign

Front of House:

Photographer: Matthew Bingham

Details and records:

Assembling exhibition: All

Dissembling exhibition: All

Target of what to produce for the presentation

- 6x A2 Sheets
- Adverts to use on website and social media to promote the presentation
- QR code 'Business card' with links to website and social media links
- Bring a visitors' book for people to write feedback or contact details in- provide pens
- Bring models of previous work that is in line with our ethos
- Have a laptop open to allow people to explore the website

A2 Sheets

Page 1. Ethos Poster

Page 2. **Infinite Life Cycle**- We want our buildings and materials to have an infinite life cycle through the concept of circular economy.

Page 3. **Zero Carbon**- By reusing materials, sourcing local materials, and using sustainably sourced products we will create low to zero carbon Architecture.

Page 4. **Building for the Future**- Our buildings are designed with the future of our planet and individuals in mind. Our spaces are built to last, whilst creating modern and forward thinking styles.

Page 5. **Close to Nature**- We want to respect and be one with nature in more ways than just materiality. We want our spaces to be designed with Biophilia in mind, encouraging the link between outdoor and indoor spaces.

Page 6. **Comfort is Key**- Our spaces are designed with comfort of the individual in mind. Using recyclable materials and non-traditional methods doesn't mean the end result is sacrificed.

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How will it be circular/ sustainable?

We have researched a site where we can buy recycled paper for our A2 sheets to print on.

- Made from 100% recycled fibre
- Pulp is bleached using a Totally Chlorine Free (TCF) process
- FSC certified
- This product has been awarded the NAPM 100% Recycled Mark
- Produced at a mill that is certified with the ISO 14001 environmental management standard.
- This material can be disposed of by recycling

We will buy 6 sheets to print on from this link:

<https://www.firstforpaper.co.uk/rapid-recycled-white-300gsm/rapid-recycled-white-300gsm-a2.html>.

We all plan on walking to the site of the presentation to minimise our carbon footprint. We also will reduce paper used by no handing out physical copies of leaflets and business cards and instead, creating QR codes for people to scan, which will bring up digital copies and links to our website and social media.

What will each person present/ answer questions for?

Is it well advertised?

We are going to advertise the time, location and date on our social media (Instagram, Twitter, LinkedIn) and our website.

Will you be visible?

We aim to get there early and as soon as possible (8am) to choose a spot that gives us a lot of exposure to the visitors. We want to be near the front/ entrance where people will be going first.

Can we afford it in terms of time and money? How far is it?

Yes, the event is within the same city as we are based in, within walking distance from our homes which means it will cost us nothing to travel there, and there is no additional time lost for travelling (max 15 minutes each way).

What is the purpose of the event?

The purpose of the event is to showcase our new business, make connections and find potential clients. We should gain more experience and confidence talking to customers and answering questions about our business, our ethos, our products and our plans to strengthen our knowledge across the company. This could lead to some job opportunities for Infinity Studios because of the opportunity to get our brand out there and make connections.

Who will we invite/ Who will be there?

NTU Architecture students and staff, members of the RIBA who may be offering job opportunities in the future, other students, local practices, special interest groups, NTU careers people.