

SRE Classroom Presenter Guide

Thanks for presenting a SRE classroom! Below are guidelines on how to make this experience awesome for you and your audience.

Identify your audience

Who will be participating in this workshop? What level of background knowledge do they have? You will need to explain terms and concepts so that everyone understands them.

You will need a few facilitators who have experience with systems design, are familiar with this material and problem statement, and are able to listen in to the breakout sessions. During the breakout sessions, they will be available to answer questions and provide guidance.

Prepare for the workshop

Here are some things you will need to do ahead of time to prepare for the workshop.

Invitations

Share calendar invitations with the people you expect to attend, and confirm that they have set aside time to focus on this workshop. As this contains hands-on material, the participants will need to be present for the workshop.

Identify Facilitators

Distribute the *Presentation Slides*, *Participant Handout*, *Reference Workbook*, *Latency Numbers Every Programmer Should Know*, and *Facilitator Guide* to the facilitators at least one week before the workshop date.

Distribute Materials

- *Presentation Slides*: these are for the presenter's use in guiding the workshop.
- *Participant Handout*: this contains the problem statement, available resources, and Service Level Objectives for this specific workshop.
- *Reference Workbook*: this explains Non-abstract Large Systems Design.
- *Latency Numbers Every Programmer Should Know*: this is a reference for back-of-the-envelope calculations.

Review the Presentation

Review the presentation slides and speaker notes.

Decide how you will manage the time:

- Decide ahead of time how much time you will spend on each portion of the slides. If you are doing a shorter presentation, determine what material you will present vs. what material you will leave out.

- Set the start and stop times for each of the breakout sessions. Note these times in your copy of the breakout worksheet as well as on your copy of the presentation slides.

Be Flexible

Focus on the audience's interests (remember "who is your audience?" — this is why you want to know!). Some audiences will want more of the expository material at the beginning; others might want to spend more time on the solution and discussion. It is okay to focus more on some topics if the audience shows particular interest in one thing or another as the workshop progresses.

Set up the breakout rooms

Use [this spreadsheet template](#) to set up small groups for the breakout sessions. Designate a leader for each group. This leader will be responsible for timekeeping, and for escalating questions if a facilitator is unavailable. Determine which facilitators will cover which breakout groups ahead of time.

Spreadsheet template: <http://googlesre.page.link/sre-classroom-breakout-template>