

Basic Presentation Tips

Control your emotions, know your topic, control your presentation, get rid of the butterflies . . . the steps below can help with all the above.

Things to Remember:

1. Know your material.
 - a. Pick a topic of interest, research it, know it.
 - b. Never exhaust your knowledge in one presentation. Leave some for Q&A or a second round of presentations.
 - c. Use Humor, and stories to connect your audience to the topic and for you to connect with the audience.
2. Know your audience
 - a. Arrive early, get to know them
 - b. Ask about how they feel about the topic, find out what they know
 - c. Make some friends, it's always easier to talk to friends than strangers
3. Know the room.
 - a. Walk the room you'll present in
 - b. Get used to the technology
 - i. Check Lights, sound, AV
 - c. Get onstage
 - d. Head off any potential problems before you are onstage
4. Rehearse, Rehearse, Rehearse
 - a. BEFORE you arrive onsite, use onsite time to connect with the audience
 - b. Write your script fully, and read it over and over again. THEN you can run without the script.
 - c. Once you know the talk, have the knowledge you can relax and enjoy
5. Concentrate on the message
 - a. You know your topic, now tell people why it's important they know about it
 - b. Take a breath when you walk out onstage and look for some people you know
 - c. Remember the "First 60 Seconds"
 - d. Don't get hung up on media,
 - i. Media is only support it is NOT the presentation
6. The audience wants you to succeed, no one is there to see you fail. **KNOW THAT**