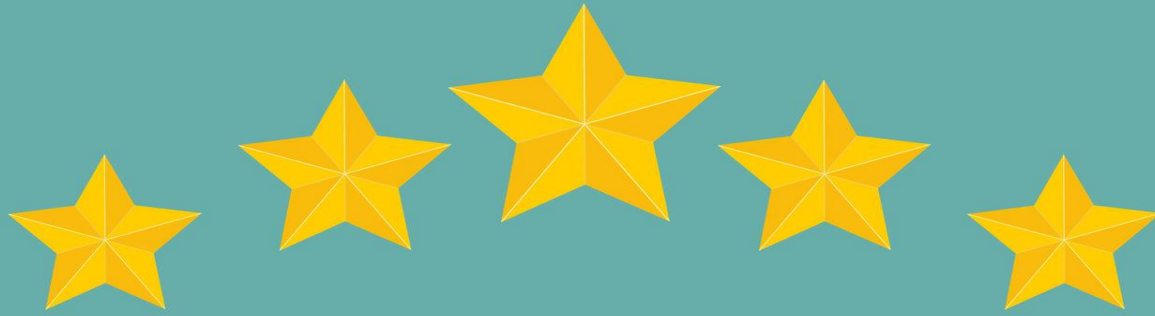




60 minutes to your **Speaker Success**

Physical Prep
Mental Prep
Then, we'll talk!



You be YOU

When you are at ease,
you are at your best



Preparation = Peace of Mind

Your checklist is key



Line up expectations with your host

Who they are (their business or organization):
goals for hosting you, who's the audience

What's the topic

Where you will present

When: date, time, time allotted, when to arrive

Why for their audience? (Interests, questions)

Preview the room environment

Lighting: overhead, sun, windows

Podium? (Your preference)

Clock on a wall?

AC/Heat

Seating Layout



Control your environment

What's wrong with this picture?



Control Your Introduction

Your host literally sets the stage for you

- ☀️ Provide the text!
- ☀️ Short, 1-2 mins max
- ☀️ Professional credentials/background
- ☀️ No jargon
- ☀️ Tailored to your audience: why should they listen to you?
- ☀️ Sweet, a personal tidbit



Sweat the Tech

Ask about equipment and assume

AV equipment, internet connection

Screen/s (placed where?)

Microphone (what kind?)

Laptop (presentation loaded for you?)

Slide advancer? (on laptop or handheld)

Pointer?

*Bring your own laptop and connector,
microphone, presentation on a thumb drive*

*anything else important to you

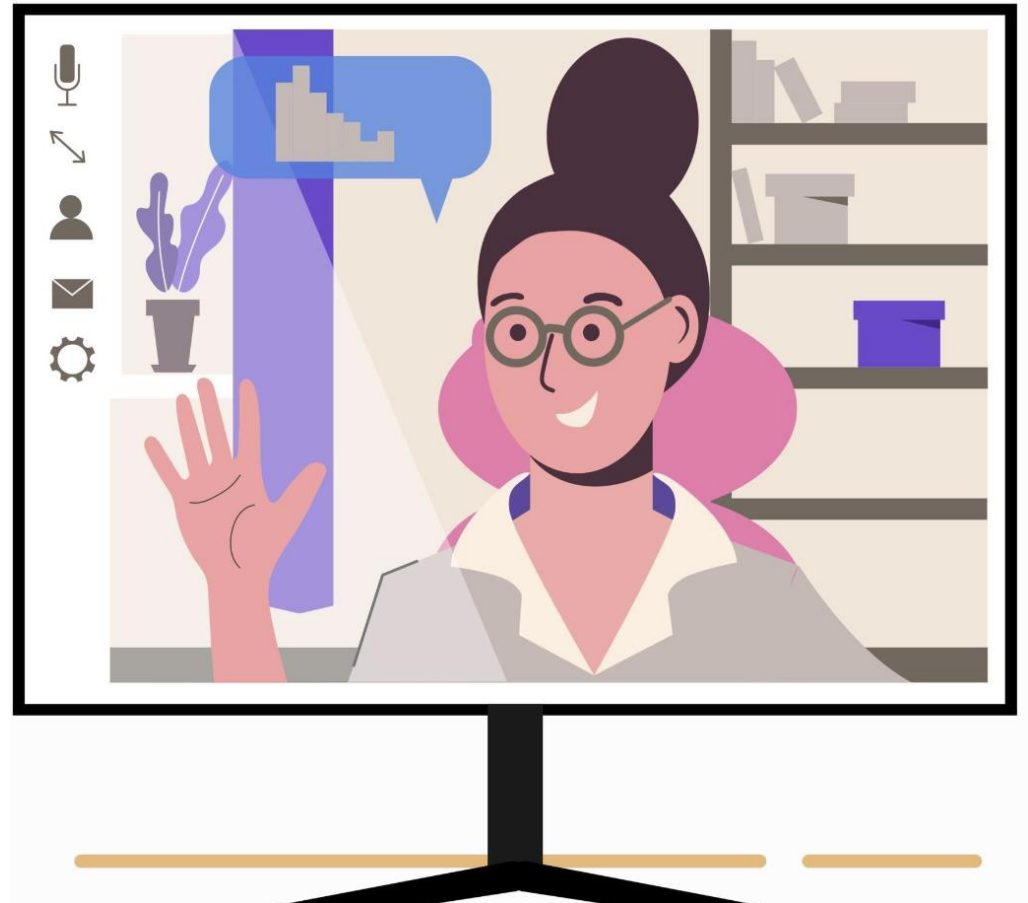


Set up your webinar environment with care

Fewer details – all on you

- Learn Zoom* inside out
- Have a good backdrop, minimal, simple, 'curated'
- Test lighting, audio
- Manage your pets

*Microsoft Teams is glitchier



Rehearse.

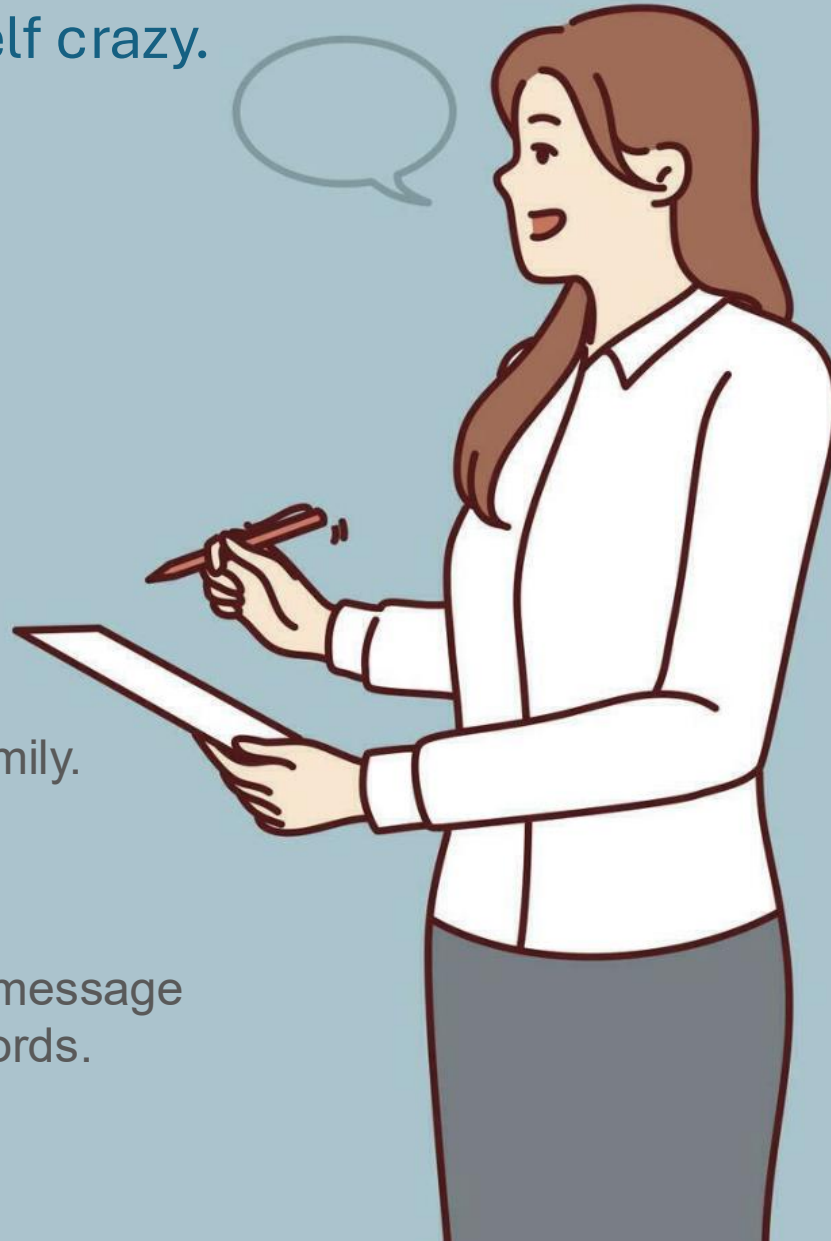
But don't make yourself crazy.

Present to a few friends or family.

Record yourself presenting

Focus on remembering your message points, not memorizing the words.

Look at your deck for cues.



Watch time!

Bring a clock or a friend! (To signal "5 minutes left")



End on time, even if...

- You can't start on time
- The person who introduces take more time than estimated
- The person who speaks before you will run overtime

Lotsa little tips

To keep you on your game... 😊

Get a good night's sleep.

Wear comfy shoes and an outfit you really like.

Dress a bit better than the audience: professional, approachable too.

Smile A LOT. If in doubt, smile some more.

Don't start with a joke. It may fall flat. Not fun.

Share stories as examples, but no "blame game"

Hold questions until the end

Q & A – Don't know the answer? Say so, and "I'll get back to you."



BE KIND TO
yourself

Don't dwell on what forgot to say, or had to leave out.

Focus on what your audience learned from you!



Let's Talk! Questions? Your Ideas?