Speaker Tips

1. Know your introduction - the first 30 seconds to 1 minute is critical

2. Know your ending - how you wrap up and send everyone off is what they will remember

3. Speak clearly - annunciate - Diction is important

4. Change you pace - try not to stay at the same level throughout. It starts to sound like noise

5. Present to the BACK of the room as if they are the most important. If you present to the back - you own the room, not just the first section

6. SMILE - it works wonders

7. DON'T READ OFF OF THE SCREEN. This includes the title of the slide - they can read it.

8. Use the laptop in front of you as a monitor - try not to keep looking back at the screen if you can help it

9. When someone asks a question - REPEAT THE QUESTION FOR EVERYONE BEFORE ANSWERING

10. Don't say - "I know you can't see this very well but ..." If they can't see it then don't show it.