

Young Markets

Presentation Tips & Tricks

The physical environment

Effective Presentations

No. 6 in a series of 6



1. Check out the room and equipment well in advance
2. Make sure it all works and that you know how to control the audio visual equipment
3. Make sure the pens all work
4. Make sure everyone can see you and the screen/flipchart
5. If you are using a PC/laptop, don't forget to turn off any screen savers
6. Ensure the room is tidy and that there are no distractions
7. Rehearse how you will get "on stage",
8. Rehearse the opening of your presentation in the room before your audience arrive, speaking out loud
9. Provide your host with a note of how you would like to be introduced, if appropriate
10. Finally, if you are wearing a microphone don't forget to turn it off when you leave the stage.



For more hints tips and advice on effective business presentations and our ebook "A to Z of Effective Business Presentations" go to www.businesspresentation.biz

Remember:

Arrive early in case there are problems

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