

Tips for Effective Presentations

Get Organized

Submit all required show paperwork and on-site requirements in advance of your speaking engagement. On-site requests often cannot be accommodated and can be delayed. Plan ahead and avoid last minute changes to ensure a stress free presentation.

Be On Time

It is important to start your presentation on time. Allow for adequate question and answer time and don't be afraid to let attendees know your seminar has ended and they can reach you at a later date during the conference.

No Sales Pitches

Conferences are for education and not for promotion. Attendees are paying for your knowledge and perspectives. The biggest complaint from attendees is speakers spent more time on selling their product than providing education content.

Keep it Simple

Keep in mind, you are presenting to various levels of experience...if your using acronyms or industry lingo please remember to explain them to your audience.

Innovate

Don't be trapped by the conventional forms of the presentation. Be creative: find ways to take the presentation beyond a presentation of facts, and instead make it become something like a dialogue with your colleagues.

Finish On Time

Exceeding your seminar time affects other speakers and delays all other presentations scheduled in the room for the day. Please be respectful to your fellow speakers.

Q&A

Always remember to repeat the question being asked to you so other attendees can hear the question.