



## *Top Tips for Speakers*

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- Keep text to a minimum on visual aids (powerpoint slides etc)
- Do stick to deadlines provided by the organisers for the submission of biographical and logistical information. This is important for a number of reasons, including not holding up print runs and ensuring the chairman has the necessary information to introduce you.
- Try not to place important text or graphics on the lower third of powerpoint slides, as this may sometimes be obstructed in conference rooms where the ceiling height dictates a lower screen.
- Make eye contact with the audience as often as possible.
- Do not read from a script, use prompt cards instead.
- Rehearse your presentation and ensure it is designed to fit the time allocated. It would be a great shame if the chairperson informed you that you have only two minutes left when you haven't yet reached the main crux of the presentation.
- Ensure you arrive in plenty of time to load or check your presentation and to generally orientate yourself before your talk.
- If you have been asked to submit your powerpoint presentation in advance please try to do so, even if you need to make last minutes changes on-site.
- Do not blatantly plug your company during your talk. This can have the negative effect of alienating the audience. Your very presence and quality of your talk will be an excellent advertisement for your company.
- You may be tempted to go to town with various powerpoint design options, with text flying around at various angles and an array of sound accompaniments. However, this can be irritating for an audience so to keep them on 'your side', keep it stylish but simple.
- If you have any queries regarding your presentation, please contact the event organiser in the first instance. We are here to help!