

- **REHEARSE, REHEARSE, REHEARSE**

As a team you and your colleagues should take turns presenting the "standardised" package to each other. Plan "devil's advocate" and ask questions that the potential sponsor might ask. Offer constrictive criticism not only in content and format but personal presentation style (too many "um's"; moving hands; frozen figure; don't tell jokes if you can't; talk of ease with equipment, etc.).

- **KEEP IT SIMPLE**

- **Review Your format**

- state purpose of presentation and what you hope to accomplish and how long it will take
- relax, speak slowly and clearly
- specify when you would prefer questions (at any time or during a question period)
- before you leave the room, confirm out level to your contact what the key next steps will be i.e., you are to prepare further research; set back on x, y, z questions or they will contact you
- after you have completed a number of presentations make a list of the most often asked questions, put those into a visual for next time

- **How to Start**

- Memorise the first word of your presentation -- write it on the corner of your overhead out of sight from your audiences' view
- Often, if you can get that first word out the rest will flow easily!