**Property Owner Education Presentation Tips**

Before the Session

* Review slides - adjust for audience hiding the slides that are not relevant. For the last module on Troubleshooting adjust based on issues you know are common in the area or from the comment cards collected at the break.
* Know the material – use slides as prompts; you want the audience listening to you, not reading what is on the screen.
* Know the location of the venue and where the room is located.
* Know venue – shape of room, electrical power, is there a projection screen, how will chairs be set up, wireless internet and audio available?
* Arrive early.
* Prepare emergency kit – white sheet (emergency projection screen), extension cords, duct tape, tacks, etc.
* Sign-in sheet? Don’t use one unless you really need to contact attendees in the future
* Utilize observer the first few times you present; ask that person to give you critical feedback on your presentation skills.
* Don’t assume the projector works – be ready with a plan B if something goes wrong with the technology you were counting on. This means really need to know your topic as you may have to stand and talk for an hour and one half with just a white board for drawing diagrams.

Beginning the Session

* Turn down lights to direct attention to screen (especially useful for starting the session if you are nervous or not accustomed to public speaking).
* Can you hear me? Use a microphone if you are soft spoken or working in a large venue.
* Thank sponsors, describe restroom location, refreshments?
* Use slides as prompts for topics – introduction, topics, restrooms, cell phones.
* Turn up lights so attendees can take notes, yet it is still dark enough that information on the screen is legible.
* Address questions throughout presentation – it is often easier to answer a question in the context of the topic you are currently talking about versus waiting until the end of the “formal” presentation.
* Slow down -- it gives attendees chance to think about what you are saying as well as you a chance to think, thereby avoiding the dreaded “ahhs”.
* Use humor – this doesn’t have to be a dull topic even though we know it is a topic that should be taken seriously. Add personal stories related to the topics but keep in mind you have a lot of material to cover in a short period of time.
* Don’t try to answer overly “technical” questions that may not be of interest to a large majority of the audience. You can defer answers to a discussion with an individual after the session has ended.