

Not scattered nor scared.  
Be prepared.

## Things to know before you go.

### Questions to Ask

- How large is the audience?
- Will there be virtual attendees?
- What roles represent the majority of attendees?

For larger events

- Can I advance my own slides?
- Will I need to be mic'd?
- If so, can I get a lapel mic?  
(avoid handhelds and mic'd podiums)
- Is there a sound check?
- Is there a confidence monitor?
- Is there a break before or after my session  
(is there time to get situated)?
- Can I get the event schedule?

### Avoid

- ✗ Over rehearsing. Know when to stop.
- ✗ Drinking a lot of fluid (particularly coffee)
- ✗ Ending with Q/A. Invite questions but end with a confident close.
- ✗ Bringing a script. Have an outline in big font.
- ✗ Hiding behind a podium.

## Pack Your Bag

- ✓ Your own clicker and back up batteries
- ✓ If seated, a 5-8ft HDMI cable to have more freedom where you present at the table.
- ✓ Paper copies of your slides just incase
- ✓ Business cards
- ✓ Handouts
- ✓ Breath mints
- ✓ Clothes spot remover

## Before Speaking

- Go on a walk before speaking to regulate your nervous system.
- Go to the bathroom before speaking to check your zipper, buttons, and/or teeth.
- Put a bottle of water nearby if you need a pause to gather yourself.

## After Speaking

- Celebrate what went well
- Inventory what you'd do differently next time.
- If possible, watch back your talk and compare how it felt internally to what the audience experienced of you externally.
- Don't mental replay too long. Let it go!