CREATE A SOLID PLAN FOR YOUR MEETING

Things to do BEFORE the meeting:
- Consider if you really need to have a meeting
- Create an agenda - <u>send it out ahead of time</u>
- Consider whether attendees need to be in person to attend

Things to do during the meeting:
- Start with Meeting Guidelines
- Start on time, end on time
- Assign deliverables and completion dates for tasks
- Utilize "Parking Lot" to stay on topic

Things to do AFTER the meeting:
- Send follow up email outlining what occurred
  - Include defined deliverables and completion dates for tasks
- Day before the next meeting, send assigned deliverables again!

DESIGNING YOUR PRESENTATION AND HANDOUTS
- Slide tips:
  - Less is more
    - One main idea per visual – sometimes that's all you need
    - 6 -10 words per line
    - 3-5 key points per visual
  - Use color
  - Use pictures
  - 24 font – smallest!!
  - Keep animation on slides and between slides - SIMPLE

- Handouts: do more than use your power point slides
    - Create a summary sheet
    - Or, create an engaging handout

BUILDING GOOD CONTENT:
- Not too much info – less is better
- Create opportunities for people to get to know each other (affects commitment and retention)
- Build in stories that are relatable to your content, not too long, and have humor too (that's how people remember)
- Close with a memorable message – a win, a quote, a positive word, something to be proud of

HOW DO I MANAGE MY NERVES?!
- NO ONE wants to see you fail!!
- Tips to help:

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STRATEGIES FOR MAXIMIZING YOUR SPEAKING
- Don't say your negative thoughts out loud
- Ask for feedback about your presentation
- Know who your audience is
- Face your audience – have eye contact, scan the room as you speak
- Take out acronyms unless everyone knows them
- Practice and plan voice inflection and speed
- If you don't know something, say so!
- Ask for feedback and questions as you go

HANDLING VIDEO CONFERENCING – HOW IS IT DIFFERENT?
- Get on early – test and practice everything
- Have a waiting room
- Make sure your background is professional
- Have rules for your participants

OVERCOMING OBSTACLES DURING YOUR PRESENTATION
- Practice timing – pay attention as you go, have a plan if you are behind
- Remind people about guidelines
- Have a note taker
- If long meeting, break people up into groups or individual work (creates diversity)
- Thank people for their comments and questions – restate them if necessary
- Address the problem participants – YOU are in charge of the meeting

PREPARATION AND REHEARSAL – HOW MUCH IS ENOUGH?
- Write out your notes/script
- Highlight key words/points
- Just read through once you have written your script – 10x
- Then, say it out loud
- Key is: practice, practice, and practice!
- You know more than you think you do!

WHAT TO DO WHEN YOU ARRIVE
- If it's a location you aren't familiar with, ask logistical questions prior to arrival
  - Go to location ahead of time, if you can
- When you arrive, get your computer up first
- Test EVERYTHING – your power point, sound, internet, remote mouse (have extra batteries)
- Put handouts/sign in sheet at door or on each seat