

TIPS FOR PRESENTERS

1. Have your speaker take a seat on stage before you introduce her or him.
2. Remind your speaker that their talk is for 45 minutes and you will give them a 5 minute warming (at 40 minutes) as the last 15 minutes are for Q & A.
3. Start on time.
4. Request that cell phones be turned off.
5. **Keep the introduction short.** Members keep saying that presenters should *keep their introductions short!* Say a few sentences only, as the audience is anxious to hear the speaker.
6. When the speaker's presentation reaches 45 minutes, stand up and get the mike.
7. During Q and A, when you hand the mike to a member, look around to choose who will be next and, as soon as the question is asked, get the mike to the next person with a question.
8. End on time.

Remember to contact Susie Erickson at 612 866-5720 or email her and let her know whether or not the speaker is staying for lunch. (Remember to also make your and the speaker's lunch reservation by calling 651-220-4777 Thursday before 1PM.)

Remember to notify Karen Ringsrud about your speaker's AV needs. There is a sign-up sheet on the bulletin board in the coat room.

How to hold the mike:



DO NOT hold it like this:



DO hold it like this: