

## ▶ ADVICE FROM MEMBERS

# How to Be a Prepared Presenter Outside of the Club

When you step into the spotlight, be ready for anything.

BY MARCIE HILL, ACS, CL

Technology can fail at any time during a presentation, so it's important to be armed and ready when it does. Here is a checklist of tips and tools to help you become efficient and prepared for all occasions.

### Prior to Presentation

- ▶ Text or email handouts to attendees 24-72 hours prior to a presentation. In addition to establishing a rapport with the initial contact, you're reducing printing costs and the amount of inventory you have to carry.

- ▶ Speak to the meeting coordinator to confirm that your presentation room will be set up. Inquire about seating accommodations, audio-video equipment and Wi-Fi connectivity.
- ▶ Print screenshots of your presentation just in case technology fails.
- ▶ Store your presentation, handouts and all other documents on USB drives and back them up on cloud storage.
- ▶ Download your preferred presentation app on your tablet or mobile device and then upload your presentation.
- ▶ When traveling, prepare a three-ring binder for travel and hotel information as well as documents, contracts and contact information.

## What to Bring

### Equipment

*Always assume you're going to need your equipment*

- ▶ Projector. Bring your own projector in case the one at the venue is not compatible with your laptop or stops working
- ▶ Your laptop, tablet and mobile device
- ▶ Presentation pointer and batteries
- ▶ Two lavalier microphones—one long and one short
- ▶ Audio recorder—record your presentation to create eBooks, blog posts and other content to supplement your topic

### Cables

*Always make sure your equipment works*

- ▶ Cables, connectors and adaptors for Mac, laptop and mobile devices
- ▶ HDMI cord to connect laptop and mobile devices to projectors and TVs
- ▶ VGA cable or adaptor to connect older computers to older projectors
- ▶ Ethernet converter to access the internet using cables
- ▶ Wall and car chargers for devices
- ▶ Two-prong extension cord with additional 3-prong ground adaptors
- ▶ Three-prong surge protector

### To Live-Stream Your Presentation

- ▶ Camcorder, tablet or mobile device
- ▶ Tripod
- ▶ Selfie stick and mini tripod
- ▶ Double camera mount tripod bracket to connect two recording devices simultaneously
- ▶ Lighting kit to ensure you have sufficient light when recording

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## ▶ SPEAKING OUTSIDE THE CLUB

Taguspark Speakers club in Oeiras, Portugal, participate in a walking tour at the city center of Lisbon where members had the opportunity to travel in time with history and great speeches.

