



EEI Spotlight Form

Company Name: _____

Date: _____

Representatives Name(s): _____

Time needed: 20 Minutes More than 20 Minutes (Specify) _____

In the presentation will you use the following?

Item

Item

Projection Screen

Lectern with microphone/speaker

Slide Projector (Carousel)

Samples / handouts items

Flip chart / charts

A drawing for a prize

LCD projector / laptop

Handout literature

VCR / Television

Overhead Projector

Display table

What do you want the person introducing you to the audience to say?

Please hand back to VP of Programs

Suggestions on how to give a powerful, well received presentation...

1. Create a logically flowing written outline/ flow chart
2. Do one or more dry runs of your presentation. If possible to an audience.
3. Do not over run or under run the time that was allocated for your presentation.
4. End presentation on a positive note
5. Summarize all points at end.
6. Avoid repetitions
7. Eliminate "Ums" from speech.
8. Use audio/visuals to illustrate what you are speaking about.
9. Tell anecdotal stories/testimonials to emphasize a point. (if appropriate)
10. Keep presentation light and humorous
11. Allow time for questions at presentation end.
12. Project your voice loudly and clearly
13. Use proper word pronunciation and expressions
14. Use examples of previous experiences. Tell success stories
15. Dress Professionally.
16. Use co-workers if necessary to enhance your presentation.
17. Give audience items to take with them.
18. Know your material inside out.
19. Teach something of value to the audience whether they could currently need your goods/services now or not.
20. Use laymen terms to explain business,
21. Describe one of your average days at work.
22. Involve your audience interactively in your presentation.
23. Use body language effectively.