

## KEY GUIDELINES FOR DELIVERING AN OUTSTANDING PRESENTATION

1. Dress nicely but don't overdress. A suit would be nice, but no tie is required. Girls, you should be wearing business suits too.
2. A lapel microphone will be attached to you, so please think of an attire with a lapel and possibly a pocket or a belt to carry the transmitter.
3. When you present, please don't read every word on the slides, paraphrase instead.
4. Use the laser pointer provided and don't point with your finger.
5. Keep your hands outside of your pockets at all times. If you have the habit of putting your hands into your pockets, sew the pockets shut.
6. Keep good eye contact with your audience at all times, don't stand sideways or with your back to the audience. That's a no-no thing.
7. Learn to express yourself verbally only. It means no excessive gesticulation. Gesticulation takes you far when you visit Italy, but not when you give a professional presentation. Words should be your weapon, not hands.
8. Rehearse your presentation and time yourself, so that you talk confidently and don't run overtime.