

Speaker and Presenter Guidelines

5 Minute Presenter:

- You have an opportunity to present and market your business to the group within a FIVE (5) minute time limit
- You may present your business in any way that you choose – be creative!
- You may request an extra table if needed for your presentation by notifying the Chair of the Business Committee before the day of the meeting
- A flip chart and markers are available if you would like to use them
- We are unable to provide a projector or screen at this time - if your presentation requires these items please make your own arrangements
- Please limit your presentation to FIVE (5) minutes. You will get a courtesy reminder when you have “2 minutes” left and a final “Thank You” reminder to let you know that your time is up. Practicing and timing your presentation ahead of time will help you stay within your time limit.
- Please refrain from putting promotional items on the dining tables, as this is reserved specifically to promote the Table Top Presenter of the month. If you have handouts that you would like to provide to the members you may hand them out during your presentation or you may refer members to where they may pick them up. Also, please use the shared business presentation table as you would during any other month; flyers and business cards only.
- Your presentation will be more effective if you are able to stay on topic and provide information to the group that will help them understand what products you offer or what services your business provides. This is an excellent way for your fellow members to understand your business so that they may be an effective referral network for you!
- You have the option to give away a prize if you choose
- You will be timed and asked to stop your presentation at the five minute limit – practice makes perfect!

Table Top Presenter:

- You will have 5 minutes to highlight your business as outlined above under “5 Minute Presenter”.
- In addition, you may place items advertising your business on each of the dining tables
- The items may be whatever you choose! Be creative!
- You have the option to give away a prize if you choose

Door Prize Presenter:

- You may offer an item, gift card or service that represents an aspect of your business to the group
- This will be done in a drawing format throughout the meeting
- You have an opportunity to talk about your business to the group for ONE (1) minute

Education or Topic Presenter:

- The education presenter is invited to speak about a particular topic that is of interest to the general membership for 10-20 minutes
- The education presenter should have specific knowledge of the subject matter
- This presentation is NOT about the presenter’s own business and should not be focused on what their particular business offers; it is to educate the membership on a specified topic
- The education presenter may announce their name, their business’ name and a brief overview of their business to inform the group of their qualifications (30 seconds to 1 minute) after which the subject matter should be restricted to the presentation subject matter and NOT their particular business
- Please do not put items advertising your own business on dining tables or hand them out during your presentation. You may direct members to the shared advertising table or to come and talk to you if they wish to have more information about the product or services that you provide. Remember, this is

not an opportunity to advertise your business but to educate the membership regarding a particular subject.

- Allowable handouts – you may hand out information that will give the members more information about the subject of the training, but not about your specific business. However, the information may be on your letterhead or have your contact data on it. If your presentation is in an electronic format your logo and company name may be included in the border of the slides.

**Practice your presentation – whether it is 1 minute or 10 minutes.
It will make a big difference and a stronger impact!**