

presents **TEN tips**

on

# Programme Leading



1

### Meet the Presenters...

in the session room approximately 15 minutes prior to the start of the session and help with materials if necessary.

2

### Be sure that Everything the Presenter Requires is Close at Hand:

- Overhead projector
- Flip chart
- Working markers/pens
- Multimedia projector
- Blackboard/whiteboard
- Lectern
- Microphone (be sure it is working and the presenter knows how to operate it)
- Glass of water

3

### Know Who to Contact...

if there is a problem with any of the equipment.

4

### Follow these Steps when Introducing the Presenter:

- Welcome everyone to the session
- Introduce yourself
- State title of the session
- Introduce the presenter
- State presenter's credentials and name, the title of their presentation, and relevant biographical detail.

5

### Lead the Applause...

and at the conclusion of the presentation, briefly express appreciation, present gift if appropriate, and again lead the applause.

6

### Cameras

Some speakers do not like photographs being taken whilst they are speaking. Check first and remember to offer a courteous reminder to the attendees.

7

### Seat Yourself...

in a location where you can easily assist the presenter if required.

8

### Establish Time Restraints

If the presenter allows time for discussion, determine how much time and advise accordingly. By a pre-arranged signal, advise the presenter when there are five minutes remaining, and again when two minutes remain of the session.

9

### Remember...

you are acting as the presenter's personal assistant. This means you should listen carefully in order to individualise your remarks of appreciation. Ensure they are relevant to the topic.

10

### At the Conclusion...

of the session, offer to help the presenter to collect and carry any equipment from the venue.