

How to Introduce Yourself and Organize Your Presentation Materials

Accessibility and Availability of Presentation Content:

- Have you saved your presentation on more than one device that you can bring with you?
- Do you need Internet access?
- Do you need cue cards?
- Does the room have the necessary equipment or will you have to bring your own?
- Do you have access to any other presentation tools you may need?
- Will you be providing handouts?

Availability and Accessibility of Audio-Visual Material:

- What digital media devices are available or will you need to provide them?
- Do certain devices need to be reserved ahead of time?
- If so, who do you need to contact?
- Will Internet access be required for audience participation? If so, can a free password be provided?

Providing Presentation Content to Third Parties:

- Is the presentation available in PowerPoint or as a PDF file?
- Will the complete presentation or parts of it be made available?
- Will only the audience have access to this content, or will it be available on the company's intranet or the Internet?
- Is there a list of the participant's email addresses?
- Should you provide a printed handout rather than a digital file?

Introducing Yourself to the Audience:

- Will a moderator be introducing you or will you introduce yourself?
- Is detailed biographical information necessary?
- How much time do you have to introduce yourself?
- Has the introduction been agreed upon by the host?
- How can you create a seamless transition to the presentation itself?

Presenting the Company:

- What company data can be publicized?
- What kind of impression does the company want to leave?
- Should the presentation be more of a sales pitch?
- Should other documents about yourself or the company be provided?