



# **NAFAS – Speakers**

## **Handy Hints for Trainee Presenters**

### **Preparing to Walk on Stage**

Preparation is not just writing a script and learning the words. It is also getting yourself mentally in the right state to perform at your best.

Below are a few tips to help you.

- Know what you have to give your audience and what they will be able to take away from your presentation.
- Imagine yourself doing well and being applauded by the audience.
- A few days before, decide what you will wear so that you can concentrate on your presentation when the time arrives.
- Make contact with key individuals before the day to clarify any outstanding points or queries.
- On the day make sure you are well hydrated and rested.
- Arrive early to test any equipment and make sure that everything you need is in place.
- Before the meeting starts, walk the speaking area and familiarise yourself with the room.
- Warm up your voice, body and mind. (See separate handy hint.)
- When you are introduced, walk confidently to the front of the stage (or lectern if applicable), head held high, shoulders back.
- Wait for the applause to end before you start.
- Remember that you are a NAFAS ambassador. Stay in ‘professional mode’ until you have left the venue and are driving home.
- After your presentation do a self-evaluation. Applaud yourself for what went well. Consider areas for improvement and note adjustments for next time.
- **BE GOOD TO YOURSELF.**