



Ten things to keep in mind:

1. Find a topic that interests your audience.
2. Do your homework; this is no time to wing it.
3. Dress and act the part.
4. Use the right amount of technology and visuals.
5. Keep jargon and acronyms to an absolute minimum.
6. Stay on topic.
7. Respect your time slot.
8. Check the room ahead of time.
9. Have fun with it.
10. Make your audience glad they were there!

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