1. **Speak Up and Be Heard.** Use the microphone to ensure that everyone in the room can hear your presentation and to assist any recording in progress. Test the audio before you begin speaking and ask if you can be heard clearly. Even if your voice projects, err on the side of using the microphone—you will not be too loud.

2. **Hello, My Name Is....** Briefly introduce yourself and your institution, and explain your expertise related to the topic. Find ways to learn more about your participants such as asking for a show of hands to pinpoint their functional areas or a quickly polling them to gauge their expertise related to the topic. Strive to accomplish this in under five minutes. Be sure that you keep your personal introduction brief. Remember—the audience is there to learn about your topic, not your employment history.

3. **Repeat the Questions for Others.** When attendees stand up to ask a question, they are directing it—and their voices—toward the front of the room, making it difficult for other participants to hear. Take a moment to repeat each question for others before answering.

4. **Keep the topic hot.** If participants start to disengage, employ strategies such as stopping for Q&A, polling the audience, or sharing a story related to the topic. Consider preparing someone in the audience to seed a question in the event the audience is not responding.

5. **Keep it Conversational.** Smile, keep your chin up, and strike a conversational tone. Make sure you are speaking slowly enough for people to hear and follow your points. Mark Twain was right—a well-timed pause can be valuable. As tempting as it may be, especially if you are nervous and worried about skipping a critical point, do NOT read your presentation. You will do much better if you just glance at bullets that remind you of what you want to convey.

6. **Keep the Time.** Keep tabs on the clock to leave enough time for participant dialogue. Ask your session convener—or another volunteer—to give you a warning when your time is ending.

7. **Continue the Conversation.** Provide ways for the participants to easily connect with you and access your resources and materials after the session. Consider providing your e-mail address, website, or Twitter ID and indicate what materials you will make available in the conference proceedings (PowerPoint slides, URLs, etc.).