

10-minute presentations

Speaker's Agreement:

By requesting use of the AV projector, I understand as a member of BNI that I am responsible for my presentation's success. As such, I agree to:

- 1) Read and follow the guidelines posted below and on the website at <http://siliconvalleybni.com/speaker-information/>
- 2) Make my reservation with David Lunning by Tuesday at 4 p.m.
- 3) Provide my own IT support. BNI Leadership Team and David cannot guarantee or provide IT support. I understand that equipment, applications and files may not function as they do on my equipment at my office on my network, and will not hold anyone but myself responsible for the malfunction. As such, I understand that my 10 minutes starts running as soon as I am introduced by Nate, whether my powerpoint works or not.
- 4) Arrive between 6:30 and 6:45. If I arrive after 7:00 a.m., I will not hold the team responsible my presentation's outcome.
- 5) Provide my own MAC support if I own a MAC. I understand that no one can support me if I have a MAC computer and will consult my IT person on insuring my success.

Additional guidelines to ensure your successful presentation from Nate – sec/treas:

a. Speaker Bio's: There will be no more "Speaker Bio's." Please send one statement you would like me to use as an intro for you. In the interest of time (and not everyone was submitting questionnaires), we will not be reading the questionnaire. If there is any information you'd like to share, feel free to do so within your 10 minutes. Examples of an intro statement would be:

- We can best refer Don by....
- A dream referral for Jan would be...

b. Dates of Presentation: You will now be responsible for coordinating if you want to change your presentation date. Because there have been so many requests, and confusion as a result of these requests, coordination is now up to the member. We have a schedule, and everyone has a place on that schedule. It is not fair for me to give away any date that belongs to somebody else. Following this, if FOR ANY REASON you need/want to change your date, it is up to you to find somebody to trade their date with you. If you would like to know who is speaking on certain dates, please feel free to ask me. I will make changes to rotation upon being

notified of any change/swap. Additionally, in the event you cannot make your presentation on scheduled date and do not find a replacement, you will forfeit your 10 minutes.

c. Door Prizes: Please remember your door prizes! A friendly reminder that door prizes should not be a discount for services or products Door prizes are a gift; not something you need to spend money to redeem.

d. A/V Equipment: You are responsible for your own A/V support. David has been kind enough to help, but he is not responsible for your powerpoint presentation.

1. **Notice to David.** Please contact David by Tuesday 4pm prior to your presentation if you require A/V equipment. Late requests may not be accommodated.
2. **Come early.** Please do not arrive at 7am and expect David to setup you up. David is usually there by 6:30 and no later than 6:40.
3. **Bring a laptop, any materials you need, and don't forget your smile.** If you have a brand new PC, make sure you have the right connection for VGA monitors. Some new PC's are coming out with HDMI connections. There is one BNI member in our group who has this type of connection on their PC. If you are unsure, please ask David IN ADVANCE. For MAC users, we have 2 "dongles" that you can use for your presentation. Please make sure that you are knowledgeable on the MAC. David is not a MAC user so he won't be much help.
4. **Have back-up:** Print out your slideshow and presentation. Also, if you can, copy your presentation to a thumb drive. That will help if you have to share a laptop. You never know what electronics will do when they "act" up.
5. **Come early.** Yes this was said already, but it is very important and courteous to you and David. By coming early, it allows you time to take care of any small issues that may occur. Also, it allows you and David to meet the guests and visitors and with other BNI members prior to the meeting.
6. **Combine presentations** – If presenting on a day where both presenters need the projector, please coordinate with each other

and if possible use one computer. That will save time for both of the presenters. If you are wondering who you are presenting with, just take a look at the VP report and you will know.

7. **Be ready to go when it is your turn.** Remember, you only have 10 minutes and it starts when you are announced to the group. Technical issues or not being prepared will not stop your time.
8. Most importantly just relax and have a good time.
9. The BNI projector is for BNI use only. Please do not request it for use outside of BNI.

We want to make sure that your presentation goes smoothly. Please follow these steps to ensure your success. Thanks!