

## Tips for a Successful Presentation

### ***Staging***

Mark does not use a lectern or podium of any kind. If one will already be on stage, it would be greatly appreciated if it could be moved off to the side prior to the beginning of Mark's presentation so that he can take advantage of the full range of the stage.

In most presentations, Mark may require a small table on stage for accessories. Please provide the following information to Mark at least one week prior to the date of the presentation:

- Room set up (tables, theater style, school etc... theatre or round is preferable).
- Whether there will be front or rear projection.
- The number of screens and their placement. u
- The size and placement of the stage.

### ***Sound:***

Mark uses a wireless lapel mic as he moves around a great deal during his presentations. No wired mics please.

Mark also uses music at one point in his presentation so he requires a cable to connect the sound from his laptop to the general sound system. This is nothing expensive and any AV company should be able to supply it.

Mark sometimes likes to record the session and are pleased to work with your AV company if you prefer, we can work directly with them. If so, please provide us with the contact information.

### ***Power Point***

Mark will arrive with her Power Point presentation already installed on his MACbook Pro. (Don't worry. He also travels with the adaptor that makes it compatible with any system.) He uses his own remote to change slides.

### ***Handout***

Mark does an activity part-way through his presentations to solidify the lessons he teaches in the minds of your audience. All that is required to do the activity is an index card and pen. Please ensure that all attendees have these (or something reasonable similar) when they attend. Thank You!