



Bin Talk: Presenter Tips

www.sierraclub.ca/bintalkottawa

PRESENTATION TIPS:

- **Show up early.** If you are using PowerPoint or video, make sure you have access to a computer/projector and know how to set everything up.
- **Be prepared.** Spend some time going over the material and practice what you will say. Try not to read from a script or to stare at the PowerPoint.
- **Make eye contact.** It helps to engage the audience and shows confidence.
- **Speak clearly.** Try not to mumble and don't rush. Avoid common tendencies such as saying "um" or "like" too often.
- **Speak naturally.** Try to vary the tone of your voice. This makes the presentation more interesting and avoids the dreaded monotone.
- **Spend a moment** to introduce yourself and explain why you are there.
- **Stay within the time frame.** Remember these presentations are supposed to be short (5-10 minutes) and concise. Use the cue cards to help you stay on topic.
- **Humour can be a good icebreaker.** If you are comfortable with it, feel free to throw in a joke or two.
- **Be confident and have fun.** For 5-10 minutes you're in charge! Remember this is your presentation. Use the PowerPoint slides as an outline for what you should cover.
- **Feel free to customize your Bin Talk as you wish.** We have provided you with lots of information. Also, if you wish, feel free to do some research on your own to expand on a point.
- **Remember the goal:** To educate people about Ottawa's new Green Bin program.
- **Thank your audience for listening.** If there are questions you can try to answer them yourself or direct them to our website (www.sierraclub.ca/bintalk) or to the city's website (www.greenbinottawa.ca/Home.aspx).