



VSA INTERNATIONAL

Virtual Speakers Association

21 TOP PROFESSIONAL REMINDERS BEFORE YOU PRESENT!

**A practical handbook every
professional and aspiring speaker
should have**



VSA INTERNATIONAL
Virtual Speakers Association

ABOUT US

The Virtual Speakers Association International (VSAI) is the 17th and latest member of the Global Speakers' Federation.

VSAI is dedicated to supporting individuals who generate revenue by using their voice to communicate with a large audience, including speakers, masters of ceremonies, trainers, consultants, and experts.

AUTHORS:



Dr. Wendy Lee
Professional BrandImage
Consultant,
Vice President



Olga Geidane
Award Winning Mindset
Speaker & Coach,
Task Force Chair - Education

BOARD MEMBERS 2022/2023



Lindsay Adams
Past President



Paul ter Wal
President



Dr. Wendy
Lee
Vice President



Dr. Mohd Jadcareem
Secretary



Michel Poulaert
Treasurer



Liz Hardwick
Task Force Chair-
Membership



Claire Boscq
Task Force Chair -
Marketing & Comm



Olga Geidane
Task Force Chair -
Education



Michel Poulaert
Task Force Chair
- Chapters



Gilly Chater
Task Force
Member



Jessica Breitenfeld
Networking Queen



C.J. Ng
Task Force
Member



QUIZ 1:

WHAT IS THE AVERAGE ATTENTION SPAN FOR ADULTS BEFORE THEY START TO LOSE FOCUS?

- A) 5 minutes
- B) 10 minutes
- C) 20-30 minutes
- D) 1 hour



QUIZ 2:

WHICH IS NOT A GOOD WAY TO START YOUR PRESENTATION?

- A) Tell a personal story
- B) Provide your credentials
- C) Ask a question





QUIZ 3:

**HOW DO WE KNOW
THAT OUR AUDIENCE
IS BECOMING
IMPATIENT?**

- A) Leaning forward
- B) Making eye contact
- C) Nodding and smiling
- D) Checking their phones





Answers:

Quiz 1: C

Quiz 2: B

Quiz 3: D

NEXT...

**21 TOP
PROFESSIONAL
REMINDERS
BEFORE YOU
PRESENT!**



1.
**DON'T BREATHE INTO
THE MICROPHONE**



You are not Darth Vader



2. DON'T JUST STAND STILL

YOU ARE NOT A STATUE.
USE THE SPACE ON STAGE.



3. DON'T BRING WEIRD TOYS ON STAGE.

IT'S NOT FUNNY.



4.

**DON'T SMEAR
YOUR LIPSTICK
ALL OVER YOUR
MICROPHONE.**

**THE STAIN WILL
SMEAR BACK ON YOU.
HOLD IT FURTHER.**





5. DON'T WEAR LOUD PRINTS AND PATTERNS

YOU ARE THE SPEAKER.
NOT THE VISUAL AID.



6.
**DON'T WALK UP
AND DOWN
IN FRONT OF THE
SCREEN**



**IT'S SPOOKY TO KEEP SEEING
YOUR SHADOW.**



7. DON'T DIG YOUR NOSE

THERE IS NO GOLD.
THERE NEVER WAS.



8. DON'T SPORT A MINISKIRT!

EYES ON YOUR FACE.
NOT YOUR LEGS.

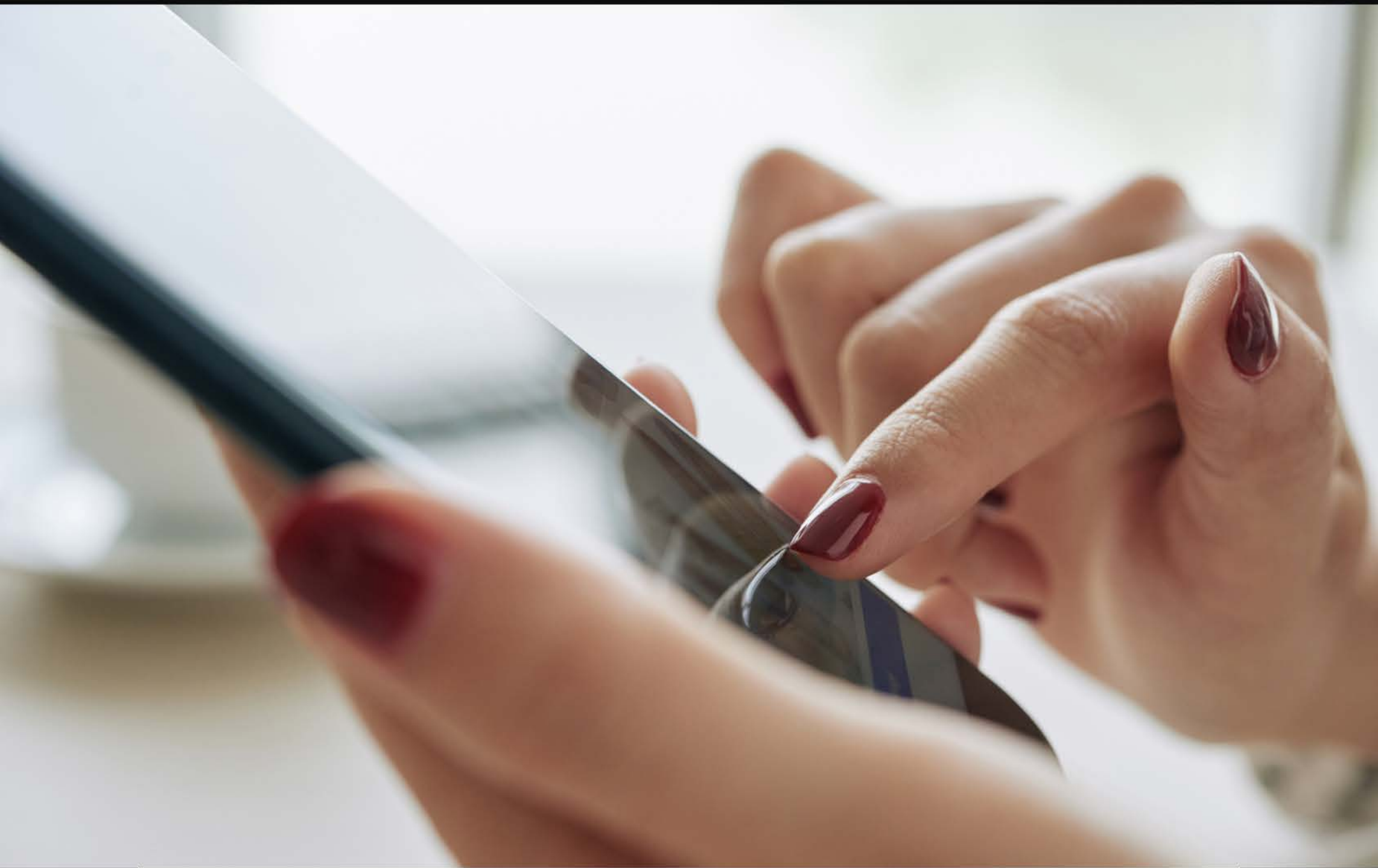


9. DON'T TUCK, UN-TUCK, AND RE-TUCK YOUR SHIRT

YOU WILL LOOK NERVOUS
AND UNPROFESSIONAL.



10. DON'T KEEP CHECKING YOUR PHONE



NOTHING IS MORE IMPORTANT
THAN YOUR AUDIENCE





**11.
DON'T
EXCEED
YOUR
ALLOTTED
TIME LIMIT.**

**10 MINUTES - IS OK.
15 MINUTES - PEOPLE WILL
START TO DRIFT AWAY.**



12.
DON'T SCRATCH
YOURSELF
HERE AND THERE

YOUR AUDIENCE
WILL FEEL THE
ITCH TOO





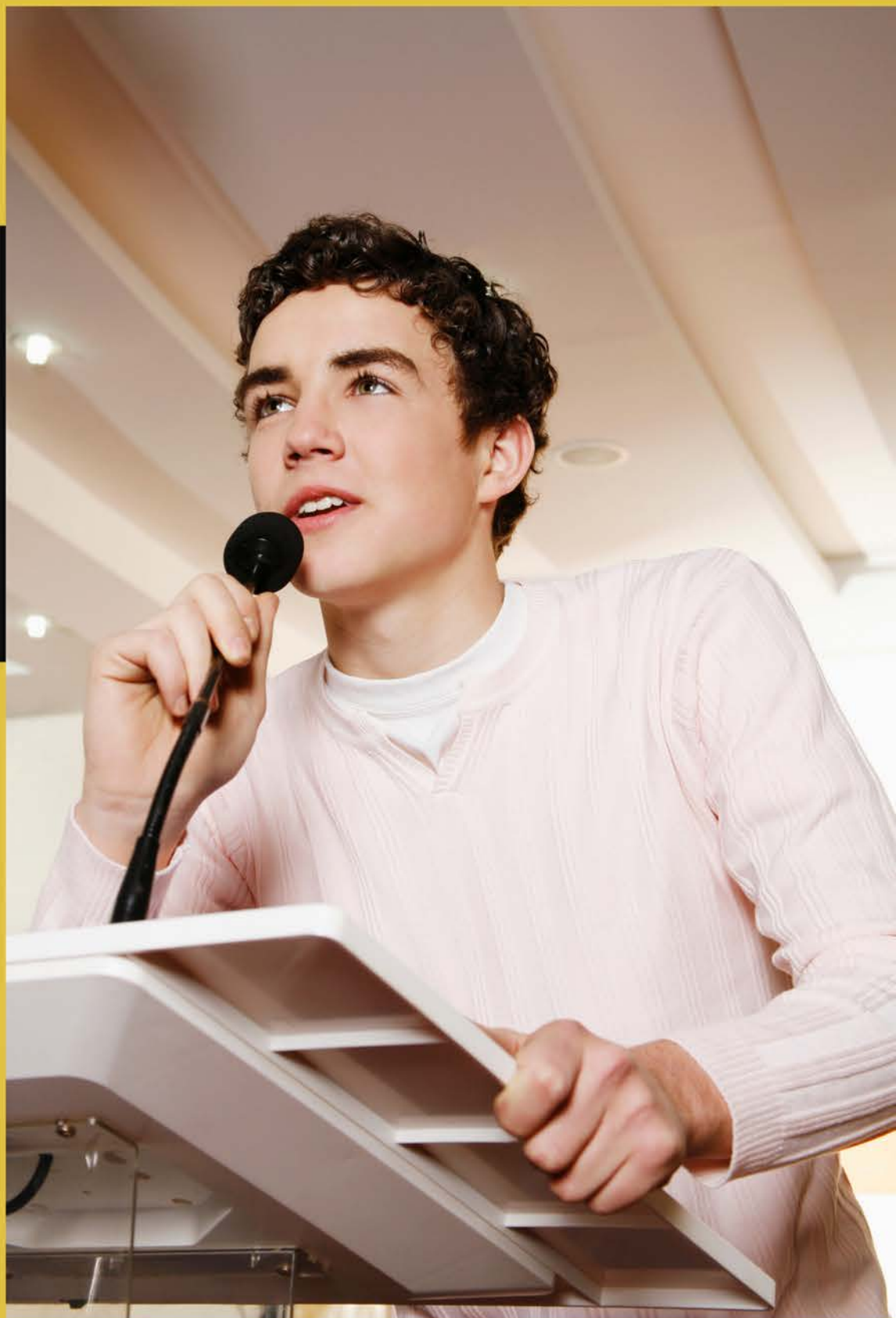
13. DON'T SKIP SLIDES IN FRONT OF YOUR AUDIENCE

OR PEOPLE WILL START THINKING,
“ARE YOU SHORT CHANGING ME?”



14.
DON'T LEAN
ON ANYTHING -
ROSTRUM, CHAIR,
TABLE, WALL

YOU WILL LOOK
LAZY.



15.
DON'T DROWN
YOUR AUDIENCE
WITH LOUD MUSIC



UNLESS YOU ARE SUDDENLY LOST
FOR WORDS!



16. DON'T PLAY FAVOURITES

**EVERYONE SHOULD GET THE
SAME LOVE AND CARE**





**17. DON'T BE THERE
TO GAIN**

**BE THERE TO
SERVE**



18. DON'T RELY ON YOUR SLIDES

KNOW YOUR CRAFT
AND REMEMBER
YOUR TALK.



19. DON'T FORGET YOUR CLICKER



AND BRING EXTRA BATTERIES!



20.
DON'T SKIP
WARMING UP
YOUR VOICE!



YOU NEED TO SOUND CONFIDENT!



21. DON'T JUST BE A GOOD SPEAKER

BE AN OUTSTANDING ONE!





THAT'S ALL FOLKS!

**HAPPY
PROFESSIONAL
SPEAKERS DAY**

14TH MARCH 2023

www.vsainternational.org