VIRTUAL PREP SHEET

NAME: MEETING NAME: TIME: DATE:

"The purpose (or objective/mission/goal) of my presentation today is to . . .

"If you remember only one (two, three) point(s) from this presentation, remember this . . .

"The agenda for this presentation includes . . . (This must be brief, less than 30 seconds.)

"The situation is as follows" OR "We are positioned as follows . . .

"The end result (consequence/ramification/benefit) is . . .

"The next step(s) is to . . .

End the presentation with a purpose statement: "I'd like you to leave here remembering one important point . . .

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CONTENT

1) What topics will I cover and in what sequence, considering "Most important first"?

- 2) How deep do I need to go with each topic?
- 3) How much time for discussion or Q&A?
- 4) What resources can I use to prepare?

DELIVERY

Method?

What tools are available?

Can I manage the tools alone, or do I need assistance?

Who will fill the role of producer?

Who will provide tech support?

Who else should be involved in the presentation? What role?

Name:	Role:	Assignment:
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Name: Role: Assignment:

TO DO

- Complete the Sequencing Chart
- Get participant list, locations and local times
- · Send a copy of the meeting agenda to all participants
- Send meeting expectations and info regarding anything they need to prepare or think about
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- •

FOLLOW-UP

- Who will be responsible for coordinating follow-up?
- Provide summary of presentation, support material, web links and contact information
- Send presentation evaluations
- •
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SEQUENCING CHA	VRT Timing, Topics, Talent, Tool	s and Transitions
Role:		
Segment objectives: Topics to cover:		
Time Topic	Talent (Who?) and Tools (What will be used?)	Transition Used
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ROLE GUIDELINES

Meeting:	Date:	
Time:	Meeting type:	
Person:	Role:	
Topic:		
Segment objective:		
Time allotment:		
Provided for you:		
Follow-up:		
Additional information and suggestions:		

Keep it relevant. Keep it engaging. Keep it moving.

- Take pride in your segment.
- Do not exceed your allotted time.
- Practice improves: confidence, content, delivery and timing.

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