Be Prepared.

- **Practice!**(...don't memorize)

  - Create a Checklist

  - Run through your part by yourself

  - Run through the full demo with participants and team

  - Run through it with an outside "trusted" advisor

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Last Pointers

- Print copy of agenda / outline

- Have backup plans for finicky/complex functionality

- Welcome, Introductions, Thank you

- Record for self-improvement

- Solicit feedback to dispel misunderstandings

- Incorporate any feedback