**Tips and Guidelines for submitted presentation to Aotearoa Azure Meetup**

If you are planning to submit a talk or a presentation to Aotearoa Azure Meetup, here are some key tips and guidelines to improve your chances of getting your presentation accepted.

1. Think about your **session title** like you would the subject line of an email—it needs to grab the attendee quickly and persuade them to attend. Don’t be afraid to have fun with it but make sure it is clear, concise, and compelling.
2. Be specific with your **key takeaways**. What exactly will someone leave your session knowing that they didn’t know before? These should be complete sentences and begin with words such as, “Gain insight into… learn more… to understand… discover more…”
3. Have a friend outside of your industry review your content before you submit it. They might not understand the technical language, but a **fresh perspective** is always a good idea. This is also helpful when it comes to practicing your talk prior to presenting.
4. Help the committee think about how your content will **live beyond the event**. Will your session inspire an opportunity to connect with attendees a few months later? Are you willing to do a follow-up blog post with insights from the session? We love to build partnerships with speakers and keep the conversation going after the event. If you’re willing to continue that relationship, let the committee know that.
5. Sessions are intended to be educational, **not a sales pitch**. Your content should be value-driven and prioritize solving a specific problem vs. featuring a product.
6. **Show your passion**. It’s essential to show your passion for the topic you’re planning to speak about. Share your enthusiasm and motivation for the subject matter and explain why it matters to you personally.
7. **Structure your presentation for engagement**, consider incorporating interactive elements or exercises to engage the audience. This could include live demos, interactive polls, or Q&A sessions.
8. Provide **real-world examples** and case studies, when discussing concepts or solutions related to Azure, try to include real-world examples or case studies that demonstrate the practical applications and benefits.
9. Consider **different skill levels**, keep in mind that the meetup attendees may have varying levels of familiarity and expertise with Azure. While some may be beginners, others may be experienced professionals. Try to cater to a broader audience and clearly indicate the intended skill level in your session description to set appropriate expectations.
10. Be prepared for **audience questions** during your presentation, attendees may have questions or seek clarifications on certain aspects of your topic. Anticipate potential questions and think about how you would address them. While you don't have to know everything about the topic, be ready to invite participants to follow up with you for further information or direct them to relevant resources.

Remember, the goal is to provide a valuable and engaging experience for the attendees while showcasing your expertise and passion for the topic. Good luck with your presentation!