

You can also put a small, portable lectern on it, to get your notes closer to you.

#### 4. *Lights*

It's very important that where you stand be *very* well lit. More lit than the surroundings. This helps focus audience attention on you. People hear by watching your mouth and face. Be sure they can do that.

Be sure, if you're at a lectern, that there is a light there to help you see!

Don't put the house lights out! Lights out, to our biological clock, says, "Sleepy-Bye Time"! *And*—you can't see your audience, your greatest energizer . . .

#### 5. *Shape of room layout*

The most important thing to try for is that your audience doesn't get too far away from you. Not in terms of space between you and the first row, but between you and the *last* row. Therefore, request, in advance, that your room be set up the wide way. The dais or platform should be put on the long wall. Then the chairs set to face it aren't as deep and far away from the stage.

Don't waste your best eye-contact space, the center, with an empty aisle. Request two side aisles and a solid middle. Set chairs in a curved shape, curving in to the platform at both sides. Better than straight across lines—they're rigid and the ends have a hard time seeing. You can also angle from the center to the sides, especially if you're setting up in schoolroom style with tables to write on.

#### 6. *Visual aids requirements*

The drawback of using slides or overhead projectors is how the screen usurps center stage and becomes so dominant, even without pictures. Therefore, carve out a side of the stage, very well lit, as home base for you. Begin your speech there, then move to the screen or the overhead projection table to continue. Remember: *Don't* turn out the lights. Use rear-screen projection. You need your audience contact much more than the ultimate perfect hard-edged picture.

#### 7. *Take back-ups*

If a light bulb could ever burn out, it'll probably choose your presentation to do it. If a take-up reel needs to be a certain size, *that* projector probably won't have it. So—bring your own: Your own extension cord and remote-control button to be able to control your own slides; your own extra bulbs for slide or overhead projector; your own pointer; an extra copy of video or audio cassette: back-ups of your