

Meeting – Elements Top Tips for Effective Presentations

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A GOOD PRESENTATION

- Message
- Structure
- Elements
- Aids
- Preparation



WHEN YOU COMMUNICATE

- What is your message?
- Who is your audience?
- What are their expectations?
- What is your call to action?



ROTARY'S ESSENCE

JOIN LEADERS

Connect with leaders from all continents, cultures and occupations



EXCHANGE IDEAS

Discover and celebrate diverse perspectives



TAKE ACTION

Create positive change in our communities



OUR BRAND

BRINGING ROTARY'S BRAND STORY TO LIFE

ESSENCE



REINFORCE OUR REASON FOR BEING

Rotary brings together leaders from all continents, cultures, and occupations to exchange ideas and take action for communities around the world.

VALUES



REFLECT OUR BELIEFS AND BEHAVIOR

- We build lifelong relationships
- We honor our commitments
- We connect diverse perspectives
- We apply our leadership and expertise to solve social issues

VOICE



COMMUNICATE IN OUR VOICE

- Smart
 - Compassionate
 - Persevering
 - Inspiring
-

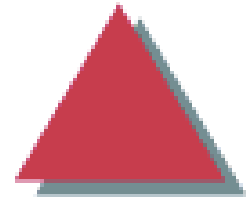
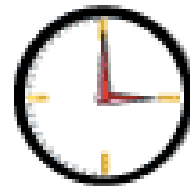


OUR VISION

Together we see a world
Where people unite and take action to create
lasting change across the globe, in our
communities and in
ourselves.



STRUCTURE



ELEMENTS WHEN PRESENTING

- Voice
- Appearance
- Body language
- Oral language
- Eye contact
- Personality

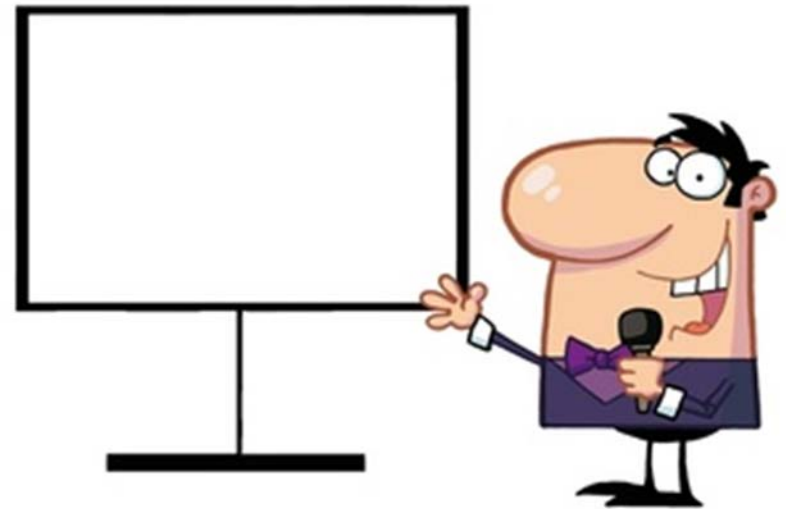


EYE CONTACT

- After your voice, your eyes are the most powerful tool for communicating
- Include all the audience, each individual
- Monitor attentiveness & reaction



- Power point
- Microphone
- Lectern
- Platform
- Humour - will it work?
- Handouts – best at the end



GOOD POWERPOINT

- 5-7 lines at most
- 5-7 words at most
- Text **three colors** only
- Avoid **mixing**
- No fancy transitions – flashing, blinking etc
- Never read from the slide

Open Grants

Paid Grants

- **Grant Number**
- **Grant Title**
- **Status**
- [GG1523926](#)
- International Workshop on Improving Management
- **Approved**
- [GG1531500](#)
- Water & Sanitation
- **Draft**
- [GG1531120](#)
- SAVE OUR SCHOOLS ONGOLE
- **Authorizations Required**
- [GG1529867](#)
- Remexio Timor Leste Renovatio
- **Submitted**
- [GG1527880](#)
- Gamalahke Literacy Project
- **Authorizations Required**
- [GG1527246](#)
- HPV [Cervical Cancer] Vacc
- **Submitted**
- [GG1526547](#)
- Remexio Timor Leste Renov
- **Draft**
- [GG1526287](#)
- Drilling well and construction
- **Draft**
- [GG1526183](#)
- Australia to Samoa Interplast V
- **Draft**
- [GG1525594](#)
- Rebuilding health care facilities in
- **Authorizations Required**
- [GG1525557](#)
- School Toilet Project in Gorkha, Nepal
- **Draft**
- [GG1525222](#)
- WATER IS LIFE-SANITATION IS HEALTH (P
- **Submitted**
- [GG1525107](#)
- WATER FRO ZINKAPALEM
- **Draft**
- [GG1523867](#)
- Cambodian MEC (Meningoencephalocoele) Project
- **Draft**
- [GG1420651](#)
- **Rotary**
- **Draft**
- [GG198899](#)
- Ga South Accra Region, Ghana Water Wells
- **Draft**



Rotary District 9889

BE THE INSPIRATION



- **Grant Number**
- **Grant Title**
- **Status**
- [GG1524936](#)
- Water and Sanitation
- **Approved**
- Paid
- 25/02/2016
- [GG1524936](#)
- Water and Sanitation
- **Approved**
- Paid
- [GG1421077](#)
- Typhoon Haiyan Survivor
- **Approved**
- Paid
- 2016
- [GG1417133](#)
- Supply of Medical Equipment to the Jaffna Teaching Hospital
- **Approved**
- Partially Paid
- 04/06/2015
- [GG1413718](#)
- Scholarship for Dr. Toru Yamazaki

Open Grants

- **6 Water and sanitation**
- **2 Disease prevention and control**
- **2 Disease prevention and control VTTs**
- **3 Maternal and Child Health**
- **2 Literacy projects**

Paid Grants

- **2 Water and sanitation**
- **1 Disease prevention and control**
- **1 Maternal and Child Health**
- **1 Economic Development**
- **2 Literacy projects**
- **1 Scholarship**

What is your point? - Do a summary!!!!

A GRAPHIC IS THE BEST!



Photo Monika Lozinska
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THE CLUB MEETING

- Have an agenda
- Co-ordinate speakers & announcements
- Start on time, stay on time, finish on time!
- Use a sound system – respect hearing impaired
- Remember you are not the guest speaker
- Be inclusive & respectful of all



SUMMARY

- Be yourself
- Be an ambassador for Rotary
- Be enthusiastic
- Be prepared



COMMUNICATE

You don't lead by hitting people over the head—
that's assault, not leadership.

Dwight Eisenhower

