

Chapter 6: Just before the presentation

“Before everything else, getting ready is the secret to success.”
– Henry Ford (1863–1947), American industrialist

So your big day has finally arrived! All the hours of preparation are behind you, and you can now get down to concentrating on the serious fun of delivering your presentation.

This may sound far-fetched, but if you have diligently done your homework, it is quite feasible that by the morning of the presentation you will actually be really charged up and raring to get out there and deliver it. You will be confident because you have seriously researched your topic, you have prepared your presentation, and you have rehearsed it until you can say it in your sleep and even if your script gets lost. You will be ready for success. You will be unstoppable!

Tip 191: Arrive in town early	Essential
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There is still a lot of preparatory work to be done in the final hours before your presentation. This preparation is vital for your success. So if you are travelling a long distance for your presentation, you should aim to arrive at the destination city well in advance of the time of your presentation, preferably the previous day.

Tip 192: Get local information	Intermediate
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The day before your presentation you must get some local information. This will help you relate to your audience better and can provide useful conversation starters. You can also incorporate some local news or information into your presentation. This will make it more personalised for that audience. It will give an impression that you have created the talk especially for them, for that meeting, for that very event.

Find something personal or unique to the time, the place and the audience. Add what you learn into your speech or your slides to underscore the idea that the presentation, the location, and the audience are coming together to create a once-in-a-lifetime moment.

- Read the local paper
- Take a walk or drive around to connect with local people
- Get quotes, stories, and facts
- Take digital pictures of the venue / delegates to insert into presentations