

## **Tips for *Inquiring Mind* speakers**

*The following is a list of advice from past Inquiring Mind speakers. We hope you find it useful.*

- Always call a few days before the presentation to make sure all the arrangements have been made.
- Provide your promotional materials to the coordinator well in advance of the program.
- On the day of your presentation, arrive early to get the feel of the community and to research the location of the program.
- Tell program coordinators how important the evaluations they provide really are.
- After your presentation, follow-up with a thank-you note to the coordinator.
- Be able to tailor your presentation to fit your audience. Being flexible in your presentation can help guarantee success.
- If your presentation relies heavily on multi-media, especially PowerPoint, it may be more difficult to find venues that will be able to accommodate it. Have a pared-down version of your presentation to give a “A/V-challenged” venues, or come prepared with your own laptop and PowerPoint projector.
- If you have the opportunity to give a presentation in a small town or rural community – go there. The people you will meet in those towns are intellectually hungry and are often the best *Inquiring Mind* audiences you will find.
- Try to create mini-tours, by booking out-of-town presentations together by region. This cuts down on travel time and expenses.
- If you have to fly to your presentation, take a carry-on. Don't chance losing your presentation materials (and your personal belongings) by checking them with the airline.
- When reserving hotel rooms, call the hotel directly. The toll-free 800 number will always book at a higher rate. Be sure to ask for any discounts that may apply to you.
- Don't overbook yourself. Learn how to say “no.”
- If your presentation is in a library, give the librarian a suggested reading list and have the books available for check-out.
- Expect the unexpected. (For example, at one venue, the air-conditioning wasn't working and the presentation was given al fresco.)