

Darren L. Johnson

Overall Professional Commitment

I will deliver an exceptionally great presentation in a highly professional manner

Preparation

Ask and answer questions about the speaking event
Conduct research about the client
Will accomplish your goals for my presenting at the event
Understand the audience and know why they want to hear my topic
Provide my travel itinerary in advance
Provide my introduction

On Site

Notify you (or contact person) once I arrive and contact you if any serious delays occur
Be accessible to you from the time I arrive to the time I leave
Be rested for my presentation, which includes retiring early the night before
Be available one hour prior for sound check and to handle any other preliminary needs
Stay out of the way until it is my time to speak
Align my message with the theme and messages of the other presenters
Will be appropriately dressed according to NSA guidelines
Connect with the person introducing me, to insure they have what they need

During My Presentation

Arrive on time, begin and end my presentation according to the schedule
Not use off-color language or material
Interact constantly with the audience and involve them through questions and activities
Present well researched information
Use stories and some humor
Use appropriate visuals to help with the impact of my presentation, if necessary
Be professional and well natured if issues and problems arise
Treat each audience member with respect and high regard
Relate my key points to your organization when appropriate
Never turn my presentation into a sales pitch
Offer my book and CD audio “only” if approved to do so

After My Presentation

Stay around briefly to answer questions or hear comments
Check out and depart with minimal effort to you
If applicable, itemize my expenses and bill you promptly afterward
Fill any orders for my products promptly
Not discuss any sensitive or proprietary information about your organization
Be willing to accept personal phone calls/email to follow up on the speech

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615-248-2400 johnson@insideoutlearning.com