

## AOMC SEMINAR

30.7.11

### The Theatrics of Presentation

Nothing by accident  
Everything by design!

Encourage interesting and fun presentations  
using media and theatre.  
Guest speaker or special presentation

### Initial Effect

38% - How you LOOK  
30% - How you SOUND  
24% - How you MOVE  
8% - What you SAY

### Audience

What's In It For Me?

Social Structure, Culture, Economics  
Politics, Age, Education, History of Topic

### Auditorium

Appropriate Venue (Size, Seating)  
Times and Access (Displays)  
Heating or Cooling  
Technical equipment (Lights, Sound,  
Projection)  
Staging Available (Rostra, Lectern)  
Catering (Staff, Food, Drinks)  
Local Car Dealer, School, Local hotel.  
Country Hotel, RSL on a Weekend.

### Annual General Meeting

Reaffirm Club Direction and Purpose  
Display Financial situation  
Revitalise through new office bearers.  
Display the achievements of the year.  
Recognise and Award Members  
Encourage recommitment  
Positive social event for all stakeholders  
Market and Publicise your Club

### Staging

Number of audience  
Pre meeting Social Area  
Appropriate layout of seating  
Location of Meeting Furniture  
Elevation of Action  
Exits and Entrances

Invite all Stakeholders  
Past and Current members and families  
Local Council Members  
Local Press and Radio  
Local Car Dealer  
Other Car Clubs  
Local TAFE auto courses  
Manufacturer's Magazine, PR Dept.

### Lighting

Direct the audience view  
Direction of beam  
Colour  
Intensity  
Atmosphere

Pre arrange new Office Bearers and  
Nominators and Secondors  
Publish and Distribute Financial and other  
Reports.  
Don't allow reports to be read out –  
comment on the highlights.

### Sound

Musical atmosphere  
Microphone setting  
Microphone technique  
Types of Microphone

### Scenery

Appropriate for your theme

Colour and Shape  
Control Distractions  
Use of Projection  
Use a car or cars as background  
Displays, Posters, Photos, Youtube

#### Costume

Appropriate formality for the event.  
Colour against background.  
Reflect your theme.  
Sense of belonging.

#### Hair

Appropriate style  
Off your face  
Other hair

#### Teeth

Clean  
Repaired

#### Attitude

Enthusiastic  
Energetic  
Positive  
Emotional  
Intense

#### Voice

Tone  
Tune  
Pace  
Pause  
Volume  
Clarity

#### Character for Performance

Create a persona  
Protect yourself  
Smile  
Maintain eye contact

#### Movement

Containing an idea in a movement  
Direction of entrance and exits

Gestures  
Controlling your Body Language

#### Mime

Paint the picture  
Facial Expression  
Emotional expression of body

#### Hand Props

Help display your theme.  
Symbolic

#### Things that will stop people performing well.

Self- Consciousness  
Fear of mistakes  
Appearance  
Sound of their voice  
Bad previous experience  
Lack of technical knowledge  
Lack of subject knowledge  
Size of Audience  
Unfamiliar surroundings

#### Tips for presenting well

Organise date and time to rehearse  
Rehearse with technical equipment  
Arrive early or visit venue  
Organise where to park  
Write out an introduction in full

#### Just before you begin

Go to the toilet  
Do your hair  
Organise your clothing  
Don't look at the audience until you're ready  
Set and Control your beginning

#### Meeting Procedure – Pre meeting

Develop an achievable agenda with key players.  
Distribute a detailed agenda to all.  
Distribute any background material.  
Choose an appropriate location.  
Meet and greet members.

Introduce and incorporate newcomers.  
Start on time!

Meeting Procedure – Normal Meeting

Quorum

Apologies

Minutes read of last meeting

Correspondence in and out

Reports and Actions Completed

General Business

Meeting Procedure - Chairman

Manage the meeting time and purpose.

Control speaker relevance and length.

Stick to the Agenda.

Ensure all views are heard.

Don't use the position to dominate  
discussion

Keep minutes of decisions.

Finish on time.

Provide refreshments.

When you have finished

Finish on an upward inflection

Short thank you to those involved.

Move off quickly.

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