

DIA Speaker Orientation

Hosted By:
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 DIA Annual Meeting

Your Presenters:
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The Virtual Speaker Playbook
www.anticipationinc.com/virtual-speaker/

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YOUR VOICE CHECKLIST

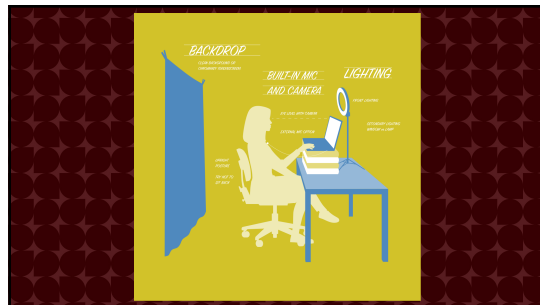
- ✓ **Understandable**
Can they follow my words?
- ✓ **Professional**
Does my voice detract?
- ✓ **Influential**
Does my voice inspire?

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IMAGE CHECKLIST

- ✓ **Background**
- ✓ **Lighting**
- ✓ **Framing**
- ✓ **Eye Contact**
- ✓ **Body Language/ Movement**
- ✓ **Clothing**

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TIMING CHECKLIST

- ✓ **Narrow the content**
Less is more
- ✓ **Segment the content**
Bite sized "chunks"
- ✓ **Use variety**
How many "flavors?"

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ENGAGING CONTENT CHECKLIST

- ✓ **Be audience-centric**
Answer the question on their minds
- ✓ **Use everyday language**
Avoid jargon and abbreviations
- ✓ **Use storytelling**
Let them see themselves in your content
- ✓ **Use rhetorical questions**
Give space to think

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SLIDE VISUAL CHECKLIST

- ✓ **Slide purpose**
Why and when to use visuals
- ✓ **Slide design**
What makes a good visual
- ✓ **Speaking with Slides**
How to maximize the impact

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ROLES of POLLS CHECKLIST

- ✓ **Aggregate Knowledge**
Learn what your audience knows and debunk myths.
- ✓ **Assess Actionable Intent**
What is resonating?
- ✓ **Test Learning**
Did the message land?
- ✓ **For Fun!**
To wake the audience up.

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Q & A CHECKLIST

- ✓ **Keep your style consistent**
You are still the guide
- ✓ **Stick to your content**
Avoid rabbit holes
- ✓ **Restate the question**
Bring added clarity
- ✓ **Be ok saying "I don't know."**
Follow-up if needed
- ✓ **Give your contact info**
For questions that don't get fully answered

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