

## **BBC PRESENTER NOTES AND TIPS**

Thank you for being available to make a presentation at BBC. You can read a little about the BBC on our About page: [bainbridgebusinessconnection.com/about/](http://bainbridgebusinessconnection.com/about/). BBC is a fun group, fairly informal, relaxed, easygoing, if at times a little nutty. Our motto is: "Free Fun Friendly" or "We Don't Exist But We're There For You." We are also a great place to try out new business ideas.

### Our Schedule:

7:30-8:00 – People wander into OfficeXpats ([officexpats.com](http://officexpats.com)), get coffee/tea, chat, network.

8:00-8:50 – Formal meeting begins, ‘round the table 30 second "elevator speech" (less rigid than many "business networking groups"). Then a presenter gives their presentation, usually with time for Q&A and discussion.

8:50-9:00 – We end with announcements (Chamber & community activities, member events, OfficeXpats stuff).

Note: If presentation, Q&A, discussion gets especially lively, we can leave announcements for around 8:50-8:55. That give presenters 30-45 minutes actual presentation and Q&A time. Out by 9:00 sharp. Again, things are always flexible at BBC. Also, some presenters may only need 10-20 minutes total; we then often open up the table for anyone else who would like to share.

### BBC Blog & Newsletter Announcement:

The Drill: I get the BBC website blog notice up by the end of the Monday before that Friday's event. You can then take a look at blog post ([bainbridgebusinessconnection.com/](http://bainbridgebusinessconnection.com/)) and check it for accuracy, typos, input, suggestions. Then I copy/paste that content into our newsletter for the week, which goes out the next day, Tuesday afternoon, to over 200 local residents. You can also scroll down through past presentation blog posts on the website to get a feel for who we are. And of course you're more than welcome to come and visit a few times before you present.

If you can get me a paragraph or two about your presentation (theme, hook line), a mug shot of you (or your dog/cat/turtle/motorcycle/pirate-ship), I'll include these in the blog post and newsletter. Try to get stuff to me by end of the week previous to your presenting. Also, note that we have a large screen monitor and a computer ready to go (with a clicker), so you can project a PDF doc or PowerPoint, or presentation-relevant websites. Or you are welcome to hook up your own computer for your presentation (we have adaptors for HPs and Apple computers).

Thanks again,  
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