



Note – Instructions for Introducer

Thank you for volunteering to introduce me.

This professional introduction was developed to assure an effective and enjoyable presentation for the audience, and enhance the message of the speaker. Please **do not** deviate from the written introduction by adding personal remarks, such as: "I have been asked to read this" or by omitting any part.

Experience has shown that the quality of a professional speaker's introduction by his introducer, **you**, influences how receptive the audience will be to the material presented. Please cooperate by using this written introduction. This will ensure a professional worthwhile experience for yourself, the audience and the speaker.

Please read the introduction over to yourself two or three times to become familiar with it. Commas denote pauses and bolded words should be emphasized.

With a minute of preparation, the audience will sense you are a well organized, professional and accomplished introducer.

Staging the Introduction

- We will start offstage, usually in the back of the room.
- I will (remotely) advance the slide from "The Show is About to Begin" to the the opening "Cover" slide.
 - Music will play for 20 seconds.
- During the music, you should walk to the platform.
- Smile and look around the room waiting for the music to stop.
- Begin reading the Introduction when the music stops.
- When you read the last line of the Introduction, I will run to the platform, shake your hand and thank you for the "generous" introduction.
- When I turn to the audience, you may exit the platform.

This will make both of us look good.

I will review the **staging of the Introduction** with you in a few minutes.

Many thanks in advance for a great introduction.