

Guideline for Presenting at the Bangkok Business Connections (BBC)

(Please reference the meeting [agenda](#))

We want you to enjoy the networking meeting and help you make the most of it. One of the key is preparation. Below is a basic guideline on how to be an effective presenter at the BBC. We welcome creativity, improvisation, props, demos etc. Check out this tip from Carmine Gallo as he illustrates how Steve Jobs does such phenomenal job of communicating to the audience: [The Presentation Secrets of Steve Jobs](#). If you want a montage of quick tip from various presenters, [click here](#).



60 Seconds: For some, 60 seconds may be too long and for others too short. We recommend that you write out talk points and rehearse it to fit into 60 seconds. In your 60 seconds, spend 30 seconds talking about one or two product or services and the remaining time to ask the group what kind of referral or lead you'd like the group to provide to you. When speaking, stand-up, talk clearly and pace your breathing so it's not too fast for the listener. Time keeper will ring the bell when time is up.

10 minutes Business Tip Speaker (pre-selected): This is a time for you to showcase your expertise and provide tips to the BBC group that would help them in their day-to-day business. Chose 1 theme and expand upon it. For example, if you're a lawyer, talk about new laws that pertain to SME that could affect business owners. If you're a printer, provide tips and tricks on how to create a professional looking brochure. Should you use the PowerPoint, we suggest creating about 8 slides. Spend about 1 minute on each slide and leave 2 minutes for Q&A. Please send the slides to us 2 days prior to the event so we have a copy. Use [sendspace.com](#) to transfer the file if it is larger than 3MB. Alternative, you can bring the file on a thumb drive and give it to us prior to start time. If you wish to use your laptop, please come and set-up at 10:30am. If you're using Prezi, please download the file. We suggest to avoid extracting or showing your presentation from the Internet unless you're using your own 7.2 Mbps air card. We use the PC. If you're using MAC, please let us know ahead of time and kindly bring your own adapter for the projector. Time keeper will ring the bell when time is up.

Two 5 minutes slots to present your company, product or services (pre-selected): This is a great opportunity to provide more detail information about your company or products/services that you provide. If you have several services or sell several products, chose one or two that you want to highlight to the group. We suggest the following format: 1) company overview, 2) first product/service and its unique selling point, 3) second product/service and its unique selling point, 4) target market and/or testimonials from customers, 5) the leads and referral you're looking for from the group. Should you use the PowerPoint, we suggest creating about 5 slides. Spend about 1 minute on each slide. Please send the slides to us 2 days prior to the event so we have a copy. Use [sendspace.com](#) to transfer the file if it is larger than 3MB. Alternative, you can bring the file on a thumb drive and give it to us prior to start time. If you wish to use your laptop, please come and set-up at 10:30am. If you're using Prezi, please download the file. We suggest to avoid extracting or showing your presentation from the Internet unless you're using your own 7.2 Mbps air card. We use the PC. If you're using MAC, please let us know ahead of time and kindly bring your own adapter for the projector. Time keeper will ring the bell when time is up.

Should you have other questions, please email or call us bnow@bnow.org and 081 750 9808.