1. Determine the purpose of your presentation and identify your own objectives.

2. Know your audience and what it knows.

3. Define your topic.

4. Arrange your material in a way that makes sense for your objectives.

5. Compose your presentation.

6. Create visual aids.

7. Practice your presentation (don’t forget to time it!)

8. Make necessary adjustments.

9. Analyze the room where you’ll be giving your presentation (set-up, sight lines, equipment, etc.).

10. Practice again.