

ATHLETE PRESENTER'S GUIDE

The Athlete Presenter's Guide is designed to provide support, ideas and information for athletes who are involved in making presentations. The guide is in a template format that provides hints and tips for athlete as well as useable worksheet for athletes to put in their own presentation notes.

For more information and other resources check out the BC Athlete Voice Website at www.bcathletevoice.ca

PRESENTATION:	Random Athlete Forum		
DATE:	1 st April 2012	TIME:	2:00pm
CONTACT PERSON:	Joe Bloggs		
ORGANIZATION:	Random Sport Organization		
CONTACT NUMBER:	778-111-2222	CONTACT EMAIL:	jbloggs@rso.ca

VENUE TYPE:	Lecture Room	DURATION:	45 minutes
TYPE OF PRESENTATION:	Key Note Address / Questions and Answers Session		
AUDIENCE:	High Performance Athletes – Regional Level and Parents		NUMBER OF PEOPLE: 50
THEME OF PRESENTATION:	What it takes to be a High Performance Athlete		
KEY POINTS:	<ol style="list-style-type: none"> 1. Being a HPA isn't easy – hard work, determination, passion 2. My Journey – ups and downs and specific barriers 3. My success and my advice to athletes 		
EQUIPMENT NEEDED:	<ul style="list-style-type: none"> • Laptop, Projector and Screen • Photo Presentation PowerPoint 		
THINGS TO REMEMBER:	<ul style="list-style-type: none"> • Speaking notes, Laptop, Medals, Sponsors Wear • Check if venue has projector & Screen • Map to venue / time it will take to get there / Be there at 1:45pm • Rehearse / run through day before 		



PRESENTATION STRUCTURE & PRESENTING NOTES:	
THEME:	What it takes to be a High Performance Athlete
INTRO:	<ul style="list-style-type: none"> Name / Sport / Hometown / Achievements / Where I've come from & what I'm doing now My key experiences – Multisport Games / Nationals What I believe a High Performance Athlete is <p style="text-align: right;">APPROX TIME: 10 min</p>
MIDDLE:	<ul style="list-style-type: none"> It isn't easy being a HPA <ul style="list-style-type: none"> Competition - examples Barriers - examples Cost - examples What you need to be a HPA <ul style="list-style-type: none"> Work ethic – examples Passion – examples (training regime) Determination - examples My journey <ul style="list-style-type: none"> First taste of winning Going through the system Ups – examples (interesting stories – podium feeling) Downs – examples (importance of support network) My key successes <ul style="list-style-type: none"> Sporting – examples Tangible vs. intangible (medals vs. hearing the anthem) Personal – examples (achieving goals) Reflecting and looking back <p style="text-align: right;">APPROX TIME: 15 min</p>
CONCLUSION:	<ul style="list-style-type: none"> My advice to athletes <ul style="list-style-type: none"> Understanding what I want to achieve as an athlete Knowing who can help Working smarter not harder Knowing that there are no limits to your potential Examples of who this has helped me <p style="text-align: right;">APPROX TIME: 10 min</p>
QUESTIONS:	<ul style="list-style-type: none"> Ask for questions / go around the room Be prepared to answer sensitive questions – remember repercussions Expand on yes and no questions <p style="text-align: right;">APPROX TIME: 10 min</p>
THANKS:	<ul style="list-style-type: none"> Random Sport Organization / Audience / Sponsors
FOLLOW UP:	<ul style="list-style-type: none"> Feedback (if appropriate) / Thank you email / Future Opportunities / Possible Funding Opportunities



PRESENTATION:			
DATE:		TIME:	
CONTACT PERSON:			
ORGANIZATION:			
CONTACT NUMBER:		CONTACT EMAIL:	

VENUE TYPE:		DURATION:	
TYPE OF PRESENTATION:			
AUDIENCE:	NUMBER OF PEOPLE:		
THEME OF PRESENTATION:			
KEY POINTS:	<ol style="list-style-type: none"> 1. 2. 3. 		
RESOURCES OR EQUIPMENT NEEDED:			
THINGS TO REMEMBER:			



PRESENTATION STRUCTURE & PRESENTING NOTES:	
THEME:	
INTRO:	APPROX TIME:
MIDDLE:	APPROX TIME:
CONCLUSION:	APPROX TIME:
QUESTIONS:	APPROX TIME:
THANKS:	
FOLLOW UP:	

For more information contact BC Athlete Voice at info@bcathletevoice.ca