**Seminar Tips**

*Here are some very important tips that you need to know to run successful events.*

* When you get a question from the audience move AWAY from the person who asked the question. This will get the person to speak up and help the other members of the audience to hear their question better.
* Make sure and always keep plenty of room temperature water up in front near the podium. Just like a car needs oil, your voice needs water. You need to keep your throat lubricated.
* Improve your speaking skills by reading aloud. Pull a book off the shelf and start reading. If you do this 15 to 20 minutes each night your speaking skills will get better.
* Record everything that you do.
* First, You might be able to turn it into a product. You can also get it transcribed and use it in your marketing materials.
* Also, you'll never know when you can catch a magic moment. Try and get everything on video (put it on Youtube to get more traffic to your site).
* If you can't do video (keep it simple - no high end video gear needed), get it on audio as a minimum.
* People love lists. When possible, put your information into list form.
* It's easier for people to remember things when information is in the form of a list. Remember, the lists can be both positive and negative. The 10 things you must do. The 7 things you must never do when . . .
* Remember the 6X6 rule when it comes to visuals. You should never put more than 6 words on 6 lines.
* Take notes during the seminar.
* Keep an "Instructor's Manual" up in front of the room to make any comments so that you can improve the seminar the next time around. This will help your event get better and better.