

# Tips on using the teleprompter

- ▶ **Practice your speech four to five times before meeting** with the production team for final run through.
- ▶ **Set a teleprompter speed** that allows you to engage with the audience and allows for pauses and visual eye contact.
- ▶ Once the teleprompter is set and your speech is visible on screen, start reading, then the teleprompter will start to move. **The operator will wait for you to start.**
- ▶ **The audience doesn't know your speech.** If for some reason you get off track with the teleprompter speech, pause in a spot that makes sense. Resume when you and the teleprompter operator come back in sync.
- ▶ If the audience applauds during the speech, pause and allow the audience to engage. **Your operator will pause the speech to wait for you to resume.**
- ▶ **Remember not to read too quickly.** Keep a consistent pace to allow for a more natural delivery.
- ▶ **Make sure important and key phrases are dynamic** to allow emphasis on the content.
- ▶ **Make sure you emphasize with passion** and project key phrases.

**Recommended apps:** Teleprompter, Teleprompter Pro and BigVu