U.S. GREEN BUILDING COUNCIL ILLINOIS CHAPTER

SLGC Speaker's Bureau Training

State and Local Government Committee

U.S. GREEN BUILDING COUNCIL CHAPTER ILLINOIS

Welcome!

- With this training and overview, you'll be set to go out and serve as an advocate for USGBC-Illinois. You'll be communicating its commitment to a prosperous and sustainable future through cost-efficient and energy-saving green buildings---a market transformation.

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Our Tools

- The State and Local Government (SLGC) Speaker's Bureau PowerPoint modules are your public speaking tools for municipal and state government outreach. They were developed so you have ready-made programs to help your audience better understand who we (USGBC) are; what we do; and how we can help a municipality foster sustainability in its building and planning practices.

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Our Tools

- Where can I find them?
  - Our Yammer State and Local Government Committee private page (under “Files” tab). You can join or we can add you.
- Five Available Presentations
  - Basics of Green and Sustainable Buildings
  - Basics of LEED Rating System
  - Green Codes
  - Grants & Incentives
  - Green Building Policies and Legislation

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Jeff Gavin

- Home
- Inbox

Groups

- All Network 20+
- State and Local Govern...
- Branch and CommitteeT...
- GBCI Exams & Crede... 2
- Job Seekers 2
- Job Opportunities

- Browse Groups
- Create Group

Networks 7

State and Local Government Committee

Private Group

Settings ✓ Joined

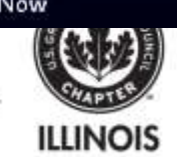
Conversations | Info | Files | Notes

All File Types

Upload Fil

Name	Type	Last Uploaded By	Last Uploaded On
SLGC_Speakers Bureau#5_Green Building Policies and Legisla...	ppt	Jeff Gavin	6 hours ago
SLGC_Speakers Bureau#4_Grants and Incentives	ppt	Joan Martin (Illinois ...	October 31
SLGC_Speakers_Bureau_2_Basics_of_LEED_Rating_Systems	ppt	Joan Martin (Illinois ...	October 31
SLGC_Speakers_Bureau_1_Basics_of_Green_and_Sustainable_...	ppt	Joan Martin (Illinois ...	October 31
SLGC Interested members_October 2012	xls	Joan Martin (Illinois ...	November 9, 2012
Branch Advocacy Meeting Guide	pdf	Kelly Dougherty	November 7, 2012
Handling Objections	pdf	Kelly Dougherty	November 2, 2012
SLGC_Speakers_Bureau_3_Green_Codes	ppt	Joan Martin (Illinois ...	October 31, 2012

Online Now



Our Tools

- How to use them

– Outreach is responsible for managing the ppts, keeping them up to date.

  That said, Outreach members will ask other SLGC subcommittees and SLGC members for help in updating certain information.

– Presentations are downloadable, allowing for editing.

– Why edit? To tailor for your audience.

– Never re-upload your presentation to the Yammer site. You may delete the master!

– Chapter staff can post your presentation on the SLGC homepage @ www.usgbc-illinois for attendees.

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Our Tools

- PowerPoint “notes” capability helps you as the presenter (some notes already provided). Helps you avoid looking back at the screen and simply reading the slide.

Our Tools

- Many of the presentations feature case studies, easy to read graphics, and color!
- All are branded with a consistent look that identifies USGBC-Illinois.
- Some run 31 slides, others as few as 11.

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Presentation Tips

- PowerPoint is not a teleprompter!
- Audience is there listening to you; don’t recite what they can read.
- Use the slides as reference. The notes section is only visible to you on a laptop. Use those notes to prompt points you want to make or information you’d like to share on the slide.

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Presentation Tips

- Practice your presentation; build familiarity with what you are presenting. You will be less nervous and more confident.
- Make eye contact; hold a conversation---much more engaging!
- Have a glass of water handy for dry throat.
- Speak clearly and project if no microphone. Ask audience in the back if they can hear you.
- Smile!

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Other Event Prep: Never leaving anything to chance

- Inquire if host will be providing projector. If not, ask your branch.
- Ask what the host might provide. Do you have a laptop? If not, ask host, branch.
- You'll need the right cables and a power cord. Ask what the presentation will be projected on; maybe inquire about room details---seating & lighting.
- If "they" provide a laptop, ask what version of Word so your ppt is compatible. Bring your presentation on a thumbdrive; have a backup as well. Check at home that they work.
- Print out your presentation just in case.
- See how early you can show up to set up.

- Let’s Look at the Presentations!

Questions?