



MAKING PRESENTATIONS PAINLESS:

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Next to death and moving, public speaking ranks #3 in the ratings for one of our top fears. How many times have you been asked to do training or a presentation at your facility? Do your hands tremble, palms sweat, or do you lose sleep, become a recluse or hide hoping it will just go away? Here's some help from one of our own!

Al Veeck, Vice-President of MVA Inc. offers the following story and tips: "I had the opportunity to sit beside a person on an airplane who was working on their computer, feverishly typing away. I thought he was in Word, tying letters, but looked and saw he was in PowerPoint. We talked and he was putting together a presentation for a group. I was amazed that he, like many people, use the powerful medium of PowerPoint to just display words...no graphics or visuals other than words. Basically it becomes an outline for the speaker and we, the listeners, are condemned to sit and read words that the speaker reads to us after we have already read them off the screen.

So how might we use PowerPoint to a better advantage in a presentation?

1. If you have to use words, follow the 6 X 6 rule. Never more than 6 words on a line—no more than 6 lines on a slide.



Angela Cave, IIDA, Herman Miller, Inc. presents at a recent IFMA meeting using Power Point effectively.

Instead of: The Macrophage act like tiny particle chewing cells and remove contaminants from your lung, just put—The Macrophage *Animal*. Three words and then you explain the rest.

2. Use the B key on your computer to "black" out the screen for discussion. When you hit the B key, it turns off the signal from the LCD to the screen and the audience attention focuses on you. When you are ready to resume the presentation, hit the B key again and the signal resumes. The W key whites out the screen in the same manner. Try this and see how it works with your computer.... Article con't on page 3

*Thanks to our
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UPCOMING ELECTIONS AND OPPORTUNITIES

It's that time of year again! Per the by laws of our organization our annual elections are held at the June meeting. Nominations are made at the May meeting and voting will be held at the regular June chapter meeting. In addition to regular board positions, there are various committees that you can serve on either as a chair or as a committee member. Board meetings are held once a month on the second Tuesday at lunchtime and generally last one hour. Committee chairs work closely with the board to enhance your membership value. If you'd like to see more...do more! Then get involved and let one of the current officers know you would like to be considered for a board position, committee chair, or just volunteer to help on one of the committees. It takes a little of your time but can pay dividends in the relationships developed, as well as the opportunity to work and learn from your peers. The positions for board and chair nominations are listed below. .

Find us on the web:
www.ifma-hamptonroads.org

OFFICERS

- President
- Vice President
- Secretary
- Treasurer

COMMITTEES

- Membership
- Sponsorship
- Communications
- Programs & Education
- Outreach

Contact any board member or the IFMA Association executive for nominations or to volunteer on a committee.

SCHEDULE OF EVENTS

- **04/11 Board Meeting**
- **04/18 Chapter Meeting:**
 Building Controls
 Time: **11:30-1:00**
- **05/09 Board Meeting**
- **05/16 Chapter Meeting**
 @ Nauticus Tour
 Time: **11:30-1:00**
- **06/13 Board Meeting**
- **06/20 Chapter Meeting**
 Electrical Predictive & Preventive Maintenance
 Board Elections
 Time: **11:30-1:00**
 Chesapeake Conference Center
- **07/11 Board Meeting**
- **07/18 No Chapter Meeting:**

APRIL 2006

SUN	MON	TUE	WED	THU	FRI	SAT
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY 2006

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21	22	23	24	25	26	27
28	29	30	31			

JUNE 2006

SUN	MON	TUE	WED	THU	FRI	SAT
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JULY 2006

SUN	MON	TUE	WED	THU	FRI	SAT
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Painless Presentations.....

3. Stop presenting in Outline View. People learn 83% more when taught visually. PowerPoint has the ability to show graphs, charts, movies, clip art, pictures, etc. People's power to remember things in a presentation goes something like this:

10% of what they read

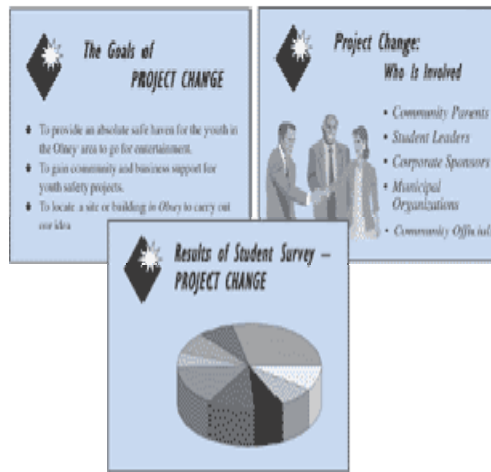
20% of what they hear

55% of seeing & hearing

Use PowerPoint to the fullest advantage and put visuals in your presentation.

There are several "Dummies" books that tell how. If it's a really big and important presentation, you may want to locate an "expert" to help design the presentation

4. Look at the Computer and Audience. I know this sounds dumb, but having set through a few of these, it is one of the most violated rules.



Do not talk to the wall screen. What's on the screen is also on your computer screen. If your computer screen is black, it is because you have not hit the display key - usually F4 - twice which opens the signal to both your computer and the LCD to the wall screen. Position your computer so you look at that screen while continuing to face the audience.

Finally, Exempli Docet - the example teaches. The PowerPoint is not the presenter...you are. People still remember a well-told story better than just information. You as the presenter should be a story teller who adds examples to the presentation. Relate your experience so the audience can "see" and get the picture of what you are saying. Let the PowerPoint add the icing to an already good cake.

Welcome to IFMA Hampton Roads Membership Corner

The IFMA Hampton Roads Chapter would like to welcome all of the new members and encourage you to invite fellow property/facility managers and vendors to attend our monthly meetings. Our meetings are held on the third Tuesday of each month. We would also like to invite you to support and participate as an active member on any of our standing committees. Please contact any officer or board member to sign up for committee participation.

We would like to thank all of our new members and renewals for the 2005 calendar year. The Hampton Roads Chapter of IFMA experienced significant growth and development last year. Our membership increased over 30% with a current membership of 86. Additionally, 5 members successfully completed course requirements for the CFM (Certified Facility Manager) designation and 1 member obtained the designation of FMP (Facility Management Professional).

Please take advantage of the IFMA Hampton Roads website (IFMAHamptonRoads.org). Information available on the website includes a listing of our monthly meetings and articles pertaining to previous meeting and upcoming events.

Your support and participation throughout the year is greatly appreciated. Please sign up for upcoming openings of elected officers and committee positions. We look forward to seeing you at our next monthly meeting.

Thank you

Michael W. Lee

Membership Chairman

SPONSOR TIPS AND NEWS

Stop Dirt at the Door

Did you know that 70-80 percent of the dirt that enters your building comes through the front, rear, and side doors? Makes sense doesn't it? Unfortunately, not much attention is given to the effectiveness of entryway matting systems.

With an effective matting program you can capture and hold up to 85 percent of the dirt that is making its way into your building.

The benefits of an effective entryway matting program are:

- Improved and consistent appearance
- Floor protection and longevity
- Increased safety and decreased liability
- Reduced maintenance and labor costs
- Improved indoor air quality



Submitted By:

Eric L. French
ABM Janitorial

PRESIDENT'S CORNER



Spring is upon us and it is time once again to change our flowers to blooming annuals and check our HVAC systems to ensure we stay cool this summer. It is also time to check with our membership to ensure the Chapter is proving to be a benefit to you as facility professionals and vendors. We need your input specifically on this newsletter and our website. The Executive Board feels both are useful tools but, the truth be told by the membership. Please let us know how you honestly feel about these two avenues of communication. How can we improve them so the content is what YOU want to see and read about? What do you like or dislike and any other ideas you have for us. If you have ideas, please share them not only by passing conversation or email but by getting involved to make our Chapter stronger. Elections are right around the corner in June and we need you. Several Executive Board and Committee Chairperson seats are becoming available either by attrition or in my case term limits. Please consider getting involved and sharing your ideas for Chapter improvement and growth.

Pete Burke, President, HR Chapter IFMA



BOARD & CHAIRS:

- President,** Pete Burke
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- Vice-Pres,** Bud Schlademan
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- Secretary,** Lisa Zawacki
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- Membership,** Michael Lee
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- Education,** Scott Herring
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