Dining Etiquette

• Dining is a reflection of your manners.
• Engage in friendly table conversation.
• Avoid discussing money, income, gossip, politics, and religion.
• Place the napkin on your lap before eating.
• Take your time eating—keep the same pace as your host.
• Always thank your host after the meal.

SIBC Mission

To empower students through the ethical advancement of international commerce by developing leadership, entrepreneurial ability, practical management skills, and global interaction.
**Preparation**

- Dress appropriately for your audience
- Turn off your cell phone
- Include page numbers on presentation materials and slides
- Practice and have a group member evaluate your presentation
- Don’t over prepare, know what you want to talk about
- Be familiar with the technology you’ll be using
- Don’t read out of your slides/pitch book

**Conference Calls/E-Mail Correspondence**

- **E-Mail**
  - Use more formal language, always be polite, capitalize and proofread documents, and remember to include attachments when necessary.
- **Conference Calls**
  - Have an agenda that includes goals, participant expectations and timing if appropriate.
  - Choose an area that’s free from distractions and relatively quiet
  - Be sure to introduce yourself before speaking.
  - Refrain from interrupting others.

**“Peace Through Commerce”**

**Presentation Skills**

- Introduce team members at the beginning of and when transitioning throughout the presentation
- Know your material well but don’t memorize
- Keep your eyes on the audience and use natural gestures
- Talk. Don’t read.
- You’ll forget a minor point or two. Everyone does.
- Always leave time for a few questions at the end of the presentation.
- If you can’t answer a question, say so. Don’t apologize. “I don’t have that information. I’ll try to find out for you.”
- Show some enthusiasm. Involve your audience. Make eye contact.
- Concisely summarize your key concepts and the main ideas of your presentation
- End your presentation with the summary statement or question you have prepared. What do you want the audience to do? What do you want them to remember?
- Consider alternative to “Questions?” for your closing slide. A summary of your key points, a cartoon, a team logo, or a company logo may be stronger.