**Presentation Structure**

**Introduction**:

Greet the audience and introduce yourself.

Provide context for the presentation.

Preview the main points to be covered.

**Body**:

Present the main points of the presentation in a logical order.

Use visual aids and examples to support your points.

Keep the audience engaged with interactive elements.

**Conclusion**:

Summarize the main points of the presentation.

Restate the purpose of the presentation.

Conclude with a call to action or next steps.

**Q&A:**

Answer questions from the audience.

Clarify any confusion or address any objections.

Thank the audience for their time and attention.

Remember to practice your presentation several times before the actual event, and be sure to time yourself to ensure you stay within the allotted time frame. Also, make sure to tailor your presentation to the specific audience and context of the event. Good luck!