

## Presentation Tips: | ***YOU are the Presenter... NOT PowerPoint!***

- **PowerPoint is a tool to enhance your presentation.**
- **Look at the audience not the screen**
  - Make eye contact with a member of the audience.
  - Ask questions that keep them involved.
- **Don't read from the screen or PowerPoint notes. Know the subject thoroughly.**
- **Practice or rehearse along with the PowerPoint slides.**
- **Reach your audience vocally.**
  - Speak slowly and enunciate.
  - Show emotion or enthusiasm for your topic.
  - Emphasize the key points.
  - Speak to the person farthest away, so even the people in the back row will hear.
  - Use the 3 T's... (redundancy is the key to learning)
    - Tell them what you're going to tell them.
    - Tell them
    - Tell them what you told them
- **Building the PowerPoint presentation.**
  - No slide or page numbers
  - Keep the same background and color scheme or use a Theme
  - Use the 6x6 method to prevent:
    - Too much text on the screen.
    - The audience reading while you are presenting.
  - Don't distract the audience with too many animations, sounds or special effects.
  - Remember... "a picture is worth a thousand words"
  - End the presentation with a slide of the same background, just empty.
- **Prepare handouts...**
  - Make sure they are done from the final version
  - Choose 3 slides so that there is room for their personal notes.
  - Have an evaluation sheet for the session.
- **Setup**
  - Get the name and phone of the IT professional providing support for this area.
  - Arrive early and check out the setup situation.
  - Bring a laptop, video cable, extension cord and mouse... just in case.
  - Arrange the seating to allow for best view and interaction.
  - Have a backup plan in case there are equipment issues.
  - Have a backup copy of the presentation on your flash drive.
  - Put up your title slide to let people know they are in the right place.