

Peace of Mind Tips

for Delivering Your Best Presentation



PARTNERS IN SHOW™

➤ What will you need on stage?

1. **Stage mobility needs** - Do you plan to stay near your computer or walk around? If you are mobile, talk to your Event Technology Specialist about adding a wireless mouse to advance your slides, or a wireless microphone, if you don't already have one.
2. **Sound needs** - Do you have any audio/sound on your presentation? If so, see your Event Technology Specialist about adding the necessary equipment so everyone can hear.
3. **Audience interaction needs** - Do you plan to ask questions and include the audience in your presentation? Verify that there are aisle microphones or hand held microphones, if needed.
4. **Use confidence monitors for assistance with details** - Confidence monitors can assist presenters with detailed content. Or, use your laptop as your monitor—avoid looking at the overhead screen. Stay focused on the audience and avoid talking to the screen.
5. **Time keeping needs** - Are you on a tight schedule? Consider adding a speaker timer to keep track of time.
6. **Clothing choice** - Wear a light blue (not white) shirt if you know you're being video recorded. If IMAG will be used for your presentation, avoid

wearing a striped shirt (or wear a jacket over the striped shirt). This will help avoid the pattern effect or interference caused by the stripes.



➤ PowerPoint Preparation Tips

1. **Make a shortcut of your presentation** - place the shortcut on your desktop to prevent searching for your file.
2. **Create a conclusion slide** - so that your presentation does not revert to your desktop when you advance past your final slide.
3. **Use readable backgrounds** - Dark backgrounds are better than black on white; a yellow background and black lettering is considered the most readable.
4. **Consider readability on LCD projectors** - What looks good on your screen may not look good on LCD projectors—be prepared to adjust the color. Also, keep in mind that 10% of audience members have difficulty with reds and greens.
5. **Limit slide content** - Limit each slide to 15 to 20 words. Leave space—at least the height of a capital letter—between lines. Use several simple slides rather than one complicated slide. Use duplicates if you need to refer to the same slide at different times in your talk.
6. **Use readable font size** - Make sure the font is large enough; 1" letters are readable from 10 feet; 2" letters are readable from 20 feet 72-point fonts work well for large audience presentations. Narrow fonts (such as Times and Arial) are difficult to read from 10 feet.
7. **Save embedded fonts** - Save your presentation with embedded fonts to insure your font choice will be available on the playback computer.
8. **Save embedded audio and video files** - If using embedded video or audio clips, save these files into the same folder as your presentation for installation on the playback computer.