

Peace of Mind Tips

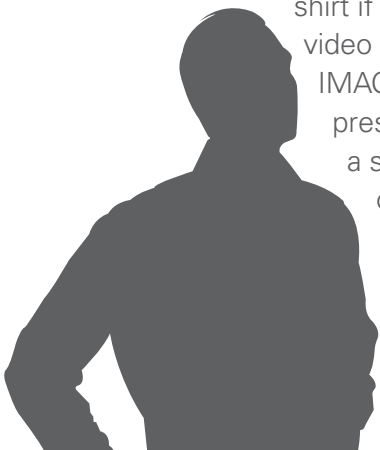
for Delivering Your Best Presentation



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, you may want to 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 & include the audience in your presentation? You may want to verify that there are aisle microphones or hand held microphones, if needed.
4. **Use Confidence Monitors for assistance with details** - Remember that Confidence Monitors can assist presenters with detailed content. If you don't want to use a confidence monitor, 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? You may 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 you know that IMAG will be in use for your presentation, try to avoid wearing a striped shirts (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-in. letters are readable from 10 ft.; 2-in. letters are readable from 20 ft. 72-point fonts work well for large audience presentations. Narrow fonts (such as Times and Arial) are difficult to read from 10 ft.
7. **Save embedded fonts** - When saving your presentation, save with embedded fonts so as to insure that your font choice will be available on the playback computer.
8. **Save embedded audio and video files** - If using embedded video or audio clips in your PowerPoint presentation, be certain to save these files into the same folder as your presentation for installation on the playback computer.