

> Prior to the presentation

1. **Know projector location** - Double check your screen and projector location, to avoid accidentally walking in front of the screen and blocking sightlines to your presentation.
2. **Turn off Blackberry and cell phone** - They could interfere with the sound system.
3. **Plug in laptop** - So it doesn't go into standby/hibernate during your presentation.
4. **Screensaver off** - Ensure your screensaver is off.
5. **Remove flashy items** - Remove your name badge or anything highly reflective to avoid "flashing" the audience.
6. **F5 and B keys for PowerPoint** - Use F5 to launch your presentation. Press "B" to blackout your presentation until you're ready to begin (The "W" does the same in white).
7. **Emergency needs** - Talk to your PSAV Event Technology Specialist about where they will be located in case you need assistance mid-presentation. (i.e. back of the room, backstage, cell phone, house phone extension)

> During the Presentation

8. **Avoid talking in front of audio speakers** - Be aware that talking in front of a speaker will cause audio feedback if you are using a microphone.
9. **Stay within stage lighting** - Be aware of where stage lighting is, and avoid walking into dark spaces on the stage or podium. The stage lights appear bright to you, but your audience cannot see you without them.
10. **If being filmed, avoid quick movements** - It can be difficult for the camera to keep up.
11. **Project your voice** - Although you will hear yourself loudly, you are not too loud to your audience.

Microphone Tips

- Standby mic for peace of mind** - If your wireless mic fails, be sure and return to the podium to retrieve the standby handheld.
- Place lavalier mics center, top, screen side** - Make sure lavalier mics are placed as close to center as possible and near the top of the shirt, or on the "screen side" of a jacket lapel, since presenters naturally turn their head toward the screen.
- Turn off/remove mic when off stage** - Make sure you know how to turn the mic on and off. It's a good idea to remove it when leaving the room, don't just turn it off. Avoid embarrassing comments from being broadcast to everyone.
- Keep handheld wireless mic 6" from mouth** - If using a handheld wireless mic, keep the microphone 6" from your mouth; avoid speaking too near or too far from the mic. Give yourself a "hand's width" between mouth and mic to avoid popping your "p"s.
- Speak into mic** - If you are not using a wireless mic, concentrate on speaking into the microphone and avoid speaking while looking at the screen.

For more tips, go to www.psav.com Keyword: tips

Peace of Mind Tips

for Delivering Your Best Presentation

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