

## **PRESENTATION TIPS**

You have been selected as a speaker or moderator for the conference because of your unique knowledge, talents and skills. The following guidelines provide a framework for presenters of all levels to help ensure that each session achieves its desired outcome in the most effective manner.

### **TIPS FOR EFFECTIVE PRESENTATIONS**

- The moderator should contact panelists/presenters well in advance to coordinate information presented by each panelist and the style of each panelist.
- An outline or agenda should be prepared and agreed to by the panelists/presenters.
- The agenda should reflect the objective and learning outcomes of the session.
- The moderator should determine a format that works best for the topic – each panelist opening with a short statement followed by Q & A, or opening with questions generated by the audience.
- The moderator should hold a meeting or conference call to review the learning objectives and state the game rules for the session.
- The moderator should open the session procedures and the learning objectives, and the conversation on track and balance the time allowed for each panelist/question.
- Each panelist should stay focused on the topic and use related examples to avoid getting off track.
- The moderator should repeat all questions for the sake of the entire audience.

### **THE BASICS OF PRESENTING**

- Be sincere, show interest in the individuals, have fun!
- Organize your thoughts by preparing a script or note cards to keep yourself on track.
- Rehearse to be sure that you have enough time to cover your material and to add confidence to your program.
- Practice speaking loudly, clearly, and slowly enough to be understood. Repeat important points.
- Make eye contact with the audience.
- Arrive early to check your equipment and handouts. Start on time and end on time.
- When fielding questions – listen, repeat the question for the audience, and respond.

### **TIPS FOR POWERPOINT SLIDES**

- No more than six lines of text per slide and not more than six words per line.
- Replace words with images.
- Use light type and graphics on dark background.
- Graphics are easier to read than tables of information.
- Begin the explanation of the slide before dropping it into place.

### **TIPS FOR EFFECTIVE HANDOUTS**

- Use outline form so the handout is easy to read.
- State the objectives and learning outcomes clearly.
- Use bullet points to reinforce key points.
- Use exercises that demonstrate how key points are applied.
- List practical suggestions for implementing ideas once the attendee has returned home.
- Incorporate blank space so that the attendee can participate, follow along, and make notes.
- State suggested readings for future information
- If you wish, state how participants may contact you for follow-up.