

## A

# Presenting Successfully



**T**here is more to a successful presentation than a great PowerPoint file. You also need to prepare the meeting room, set up the necessary equipment, and ready yourself mentally for your audience. This addendum serves as a guideline for presenting successfully.

## PREPARING FOR SUCCESS

Tips for delivering a successful presentation can be broken down into three main categories:

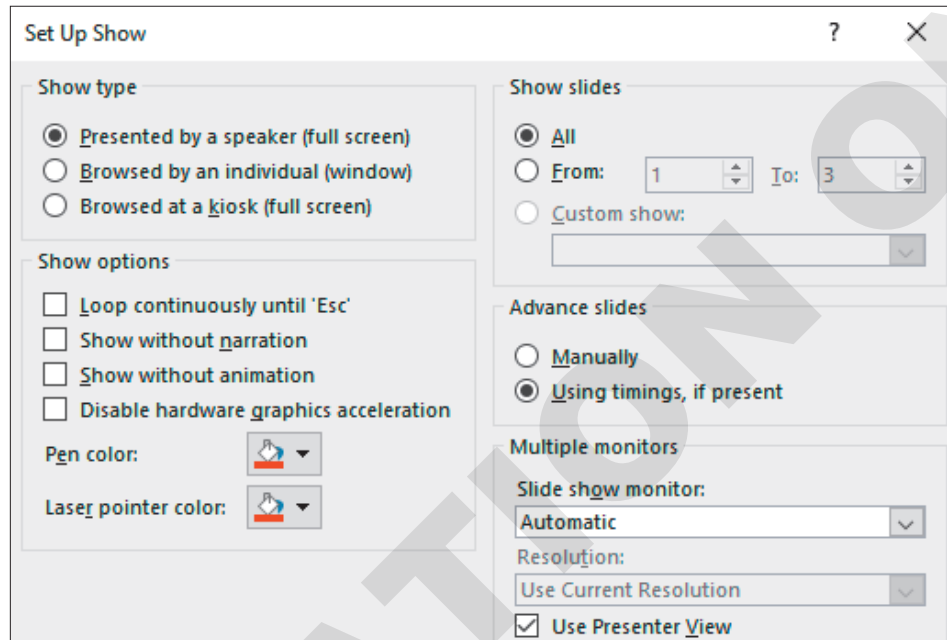
1. Things to do before leaving for the presentation
2. Things to do once you arrive at the destination
3. Things to do when attendees enter the room

## Before Leaving

Before you leave for the presentation venue, finalize your presentation and save transportable copies. Also, contact someone in charge at the venue to ensure the room and computer (if you will be using theirs) are set up correctly and have everything you need. Last, practice running the slide show and print any speaker notes or handouts you plan to bring.

### Confirm Slide Show Settings

PowerPoint allows you to set up variations on a slide show. The Set Up Slide Show dialog box offers several adjustable settings.



The Set Up Show dialog box allows you to control the display of a slide show.

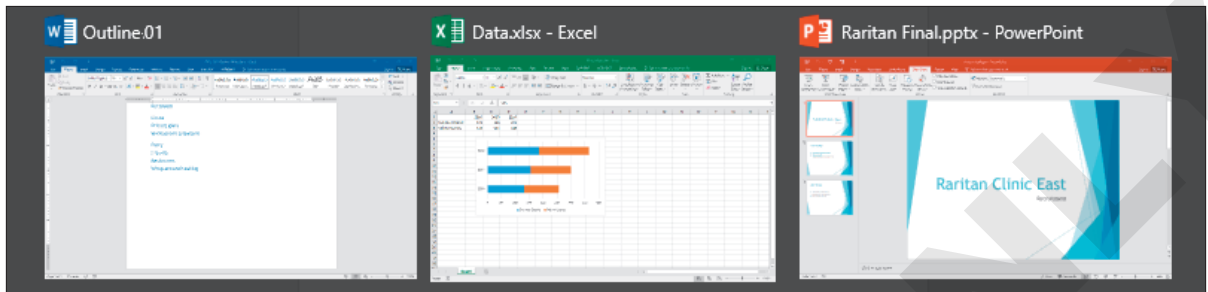
### SLIDE SHOW OPTIONS

Option Category	What It Affects
Show Type	<ul style="list-style-type: none"> <li>Choose between running the slide show in full-screen mode or in a window.</li> <li>Full-screen mode: The scroll bars are not visible; neither are the Minimize, Maximize, and Close buttons in the top-right corner. You advance slides using the Slide Show toolbar or keyboard.</li> <li>In a window: You advance by right-clicking and choosing Advance or by using the scroll bar. The Minimize, Restore, and Close buttons are visible across the top of the slide show.</li> </ul>
Show Options	<ul style="list-style-type: none"> <li>Choose to loop the slide show repeatedly until stopped, to disable narration/animation, and to set the default color for ink annotations.</li> </ul>
Show Slides	<ul style="list-style-type: none"> <li>Display all slides or a specified range during the slide show.</li> </ul>
Advance Slides	<ul style="list-style-type: none"> <li>Choose to advance slides manually through mouse clicks or the keyboard or use timings if applicable.</li> </ul>
Multiple Monitors	<ul style="list-style-type: none"> <li>If multiple monitors are available, choose which will display the slide show. Also, enable or disable Presenter View.</li> </ul>

≡ Slide Show→Set Up→Set Up Slide Show

## Switching Programs During Slide Shows

While you can switch between various programs by clicking the appropriate taskbar buttons, remember that the taskbar is not visible during a slide show. Instead, you can switch between programs via the keyboard.



The selection window pops up when you hold down **[Alt]** and tap **[Tab]**.

**Tip!**

You can press **[Alt] + [Tab]** to switch among open programs, but this has no effect if only one program is running.

## Communicating Your Needs

When you take a presentation on the road, you may have limited control over many details. It's important to clearly specify all equipment and room setup requirements ahead of time. This will require calling or emailing the person in charge of the presentation venue.

### Preparing for the Meeting Room:

- ▶ If your presentation includes audio, ensure a speaker system is provided with all necessary cables to connect your computer. Laptop computer speakers will not be loud enough for an audience of more than two or three.
- ▶ Ensure a projection display is provided with all necessary cables so you can project your presentation on a wall screen or large computer monitor.

**Tip!**

If you don't use Presenter View, every motion you make on the presentation computer is displayed on the big screen, which participants will see. There are no secrets from participants!

### Preparing for the Presentation Computer:

If you will not be using your own computer to present, be sure to:

- ▶ Use Package for CD to save your presentation to a USB drive so fonts are embedded. Save a backup copy to OneDrive.
- ▶ Ensure the venue computer has USB ports you can use.
- ▶ Ensure the presentation computer has two monitors so you can use Presenter View. If not, print speaker notes, as you won't be able to see them on screen.
- ▶ Check that the presentation computer has PowerPoint installed—preferably the same version or later than that used to create the presentation.
- ▶ If PowerPoint is not installed, make sure the computer has Internet access so you can run your presentation from PowerPoint Online (using your backup in OneDrive).
- ▶ Know the password for the computer you will use. Many company and school computers require a username and password.

## Targeting Your Audience

It's important to know your audience when creating a presentation; finding out the day of the presentation is too late. For example, you would create two completely different presentations if your audience were managers versus clerical staff. Just as important as creating your presentation is how you deliver it. How you present the information makes the difference between an engaging presentation and an unsuccessful one. Lead your audience. Help them focus on your message, not on you as the presenter.

### PEER Guidelines

Use the **PEER** guidelines to deliver an effective presentation:

- ▶ **Pace:** Maintain a moderate pace. Speaking too fast will exhaust your audience; speaking too slowly may put them to sleep.
- ▶ **Emphasis:** Pause for emphasis. The pauses you take give your audience time to absorb your message.
- ▶ **Eye contact:** Face your audience while speaking. A common mistake is to speak while walking or facing the projection screen. If you are speaking from a lectern or desk, resist the temptation to lean on it. Stand tall and make eye contact. Use the 3-second rule: Look somewhere different after 3 seconds—but don't dart your eyes around continuously.
- ▶ **Relax:** You are enthusiastic and want to convey that tone to the audience. Avoid fast movement, pacing, and rushed talking because your audience will be drawn to your movements and miss the point. Speak clearly and maintain a steady pace.

### LESS Guidelines

In addition to the PEER guidelines, consider the **LESS** guidelines to help you deliver your presentation *PEERLESSly*.

- ▶ **Limit questions:** This depends on the type of presentation. You may request the audience to delay asking questions until the end of a topic or the full presentation, but if it's a long presentation and you're not allowing questions, have energizers to help keep your audience with you. Nothing is more boring than sitting and listening hour after hour! If the presentation is a training session, invite questions. If you're asked a question that is not relevant, offer to address it later in private. If you will address a question later, say something like, "Oh, I'm glad you asked; that's coming next."
- ▶ **Engage your audience:** Do something different and interactive every 20 minutes or you risk losing your audience. For example, lecture, ask a hypothetical question, lecture, give a pop quiz on the material, lecture, ask for a question, and so forth.
- ▶ **Stay focused:** If you are given 20 minutes to deliver your presentation, do not go over your allotted time. Even if you have an unlimited amount of time to deliver, don't presume the audience has nothing else to do but listen to your presentation. Be considerate of their time constraints.
- ▶ **Seek feedback:** After the presentation is over and before the audience leaves, ask for feedback. Then use that feedback to improve the presentation the next time you deliver it.

## Upon Arrival

When you arrive at the presentation venue, you need to prepare the room and the presentation computer. Check the room lighting, projector, and audio system. Test all equipment before the first attendee enters the room. If you brought handouts, set them out where attendees can easily access them. Plan to arrive at least 30 minutes before the presentation to give yourself enough time to set up.

## Welcoming Attendees

Once you are set up and attendees begin to enter the room, greet them with a smile and take some time to talk with each of them. Don't hide behind a podium! Provide them with a general timeline so they know what to expect—for example, that you'll be letting them out sometime in the morning and afternoon for breaks. Finally, let them know what time the session will end.

# The Presentation Setup Checklist

Make a copy of this page and use the checklists as you prepare for your next presentation.

## *Before You Leave for the Presentation*

	Confirm slide show settings.
	Package the presentation to embed the fonts.
	Save a copy of the presentation to OneDrive.
	Print speaker notes.
	Print handouts for attendees.
	Pack a laser pointer or check whether the projection remote control is equipped with a pointer feature.
	Leave with enough time to arrive at the presentation venue at least 30 minutes before the presentation begins.

## *Configure the Presentation Computer*

	Make sure you have the username and password needed to log in to the computer.
	An appropriate version of PowerPoint is installed.
	Other software you need (Word, Excel, etc.) is installed.
	The computer can play audio and video files.
	Internet access is available.

## *Configure the Room*

	The presentation computer can connect to the projector.
	The projector is in focus and the projection is large and bright enough to see from the back of the room.
	The projector is stable and balanced (if not a ceiling mount) so the slide show will not be skewed.
	The audio equipment for the projection unit is active and not muted.
	The room can be dimmed for the presentation.
	Dim lights are available for attendees to take notes.