



## Presentation Tips

### Slide Counts

You can find a lot of recommendations for number of slides per minute, but how many you should include in your presentation depends on your audience, your technology, the setting, and your pace of presentation. Every presenter is different. To keep your audience engaged, you should never have more than one concept on a slide and aim for a *minimum* of 1 to 2 slides per minute.

### Presentation Requirements

It is recommended that you create your presentation file in PowerPoint 2010 or later. PowerPoint 97-2003 and PowerPoint 2010 are viewable in current PowerPoint software, but lose some features and are no longer supported by Microsoft. If created using Adobe PDF, it must have the capability of Full Screen Mode display like PowerPoint (i.e., same ratio). Other slide software solutions are not supported by SESUG.

### Preparing your Presentation

1. A presentation template is available for downloading from the SESUG website for your convenience. You are not required to use this template, but any template that is used must be appropriate for the setting and audience.
2. Scale your visuals for presentation in a large conference room. Generally, this means that font sizes should be no smaller than 24 points.
3. Prepare notes that compliment your slides – do not read what is shown on the slides. The audience can read faster than you can read them aloud.
4. Unless utilizing audience input, it is advisable to choose screen captures over a live demo.
5. Use a mixture of slides that show text, graphics, charts, and output. Variety keeps your audience engaged.
6. When using graphical data displays, check colors carefully for readability.
7. Limit the text in your visuals to the main concepts.
8. When choosing between text and a graphical representation of that text, choose the graphic.
9. If possible, include slides such as survey questions or other topics that require audience engagement.

### Practicing your Presentation

1. Practice your presentation aloud at your presentation pace. How you say it is also important. Do NOT over practice your presentation as you still want to sound natural. Be sure to also practice the timing.
2. The opening should be concise, and your purpose clearly stated; get the attention of your audience.

3. Your presentation needs an ending, but that doesn't have to be a repetition of your main ideas. Alternatively, you can provide a 'what's next' or a call to action or leave your audience with a relevant story or thought-provoking question.

## Delivering your Presentation

1. Note the time and room location or virtual room access for your presentation and locate in advance.
2. Arrive at the correct location at least 10 minutes before your presentation, if possible.
3. Let the Session Coordinator know you are there and check that everything is in place and working.
4. Your title and biography slide will be displayed on the screen prior to your presentation.
5. Stand at the podium if possible. This gives the audience a clear view of both the presentation screen and you.
6. Use a microphone if offered. You may think you project well, but air systems and other conditions can make it hard to hear in the back of a room.
7. **ENGAGE YOUR AUDIENCE!!** Don't just tell your audience what you want to say – share with your audience. Give them a reason to be there with you. Some engagement ideas:
  - Poll them during the presentation by asking them to raise their hands or stand up.
  - Include an audience activity.
  - Turn your presentation into a game.
  - Bring a prop or props.
8. Be aware of the time. The Session Coordinator will cue you throughout and stop your presentation when your time is up. You will not be allowed to continue beyond your allotted time.
9. You can either take questions during the presentation or allow about 5 minutes of your allotted time for questions at the end. Let the Session Coordinator and timer know of your choice.
10. When taking questions:
  - a. Repeat each question. This verifies what the question is, and it also gives you a few seconds to prepare an answer. If your presentation is a table discussion, this repetition may not be necessary.
  - b. If you do not know the answer, say so, and offer to get the answer to the question after the presentation.
11. When your presentation is finished, thank your audience for their attention and ask if there are any additional questions while you are still at the podium.
12. If possible, step out into the hall for a few minutes after your presentation to be accessible for more questions.