

## Tips for PowerPoint Presentations

Your PowerPoint presentation will be more successful if you follow these tips:

\* DON'T arrive at the conference **without** having practiced your presentation. Your audience will be able to tell.

\*DON'T expect your equipment to run smoothly. Did you know that most power point presentations are held up or canceled due to technology failure? It is the speakers' responsibility to make sure they come with equipment they can manage.

\*DON'T be a time hogger. If you want to make your fellow panelists upset with you, go on past your allotted time so that they have to cut their presentation short. This is where practicing helps - time your presentation when you practice it. If you are allowed 10 minutes for your talk, don't assume you can talk for 11.

\*DO understand that if your session has a panel of speakers, there WILL NOT be extra minutes for you. Session Moderators typically create a tight turn around for their panelists. They forget to include the "up N down" time for speakers to get to the podium. They add too many panelists. And they NEVER include time for AV problems. **Moderators: you are the time keeper.**

\*DON'T expect the conference to provide you with the exact equipment you have at work or home. Ask your program co-chairs what kind of equipment is available; check to see if this is compatible with your system; don't forget to ask about compatible cords and projectors. Know what kind of equipment you will have BEFORE you arrive at the conference.

\*DON'T expect AV conference troubleshooters to be familiar with your system. They know a lot but they can't know everything. Regardless of how good they are, precious minutes are wasted when there is equipment failure.

\*DO bring your own laptop. This is the safest way to go and a must at MPMA conferences.

\*DO bring your own projector. Another fail-safe measure to follow.

\*DO bring a back up lecture in case the power point doesn't work. Or have a back up plan when your PowerPoint presentation fails. Are you ready to think on your feet?!!!!!!

\*DON'T have your power point lecture on the screen and then read it to the audience. Wow, this is a real snoozer! And people complain about this the most. Power points visuals should enhance a lecture, not be crutches for the speaker.

\*DO know that your session was accepted because it sounded like an interesting session and one that our audience would be interested in. Enjoy yourself and go for it!

These tips are being sent to you because we want you to have the best presentation at our upcoming conference. They have been prepared by your program committee which has suffered through many PowerPoint presentations in the past. Know that these tips are not based upon idle chitchat; they are based on experience.