

How to prepare and give an impactful presentation



There are many websites and videos

- [How to make a great presentation | TED Talks](#)

To design powerpoint presentations


- [Design Tips for Your PowerPoint Presentation |](#)
- [UNSW Current Students](#)
- [7 Tips for Designing and Delivering PowerPoint Technology Support Services \(tcnj.edu\)](#)

PLAYLIST

How to make a great presentation

Stressed about an upcoming presentation? These talks are full of helpful tips on how to get up in front of an audience and make a lasting impression.

▶ Watch now ⌵ Add to list



NANCY DUARTE

The secret structure of great talks



DAVID MCCORDLESS

The beauty of data visualization



CHRIS ANDERSON

TED's secret to great public speaking



JULIAN TREASURE

How to speak so that people want to listen



SIMON SINEK

How great leaders inspire action

TED is supported by ads and partners



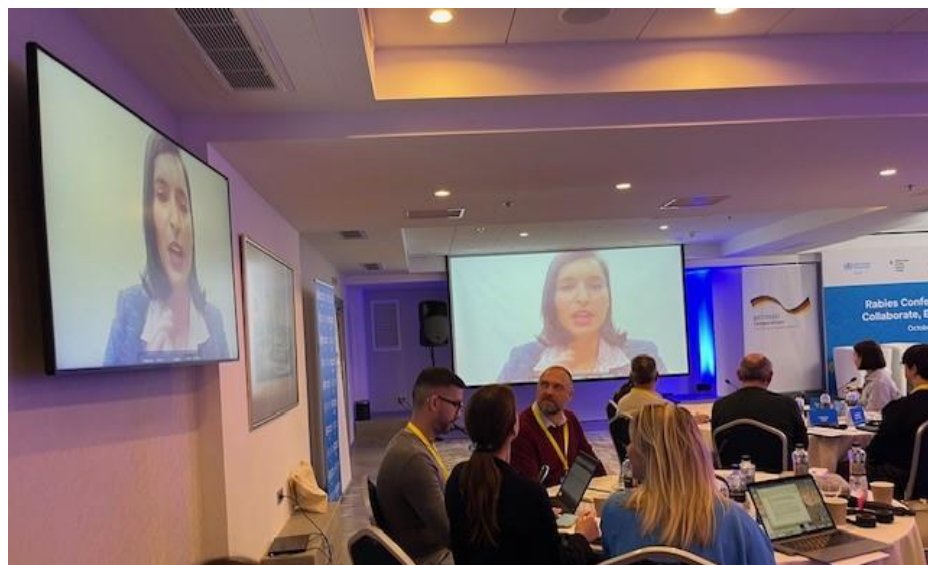
Understanding the event you will be presenting at

- What is the focus and type of the event (large conference, side-event, specialists-vs generalists, number of participants, **room setting**, translation available, media present)
- In person, hybrid or on-line event?
- Is it a keynote presentation, a “normal” presentation or are you a member of a panel?
- Who is your audience? (language (speed), need for translation?, familiarity with the topic (jargon, no acronyms),



What is the setting of the event?





Preparation for Online Delivery

- **Lighting and Background:** Ensure that your lighting and background are professional and free of distractions.
- **Positioning** yourself on the screen (middle),
- Look into the camera
- **Technical Check:** Test internet connection, microphone, and camera well before the event to avoid any last-minute glitches.





Cultural aspects



Preparing your presentation (1)

- Time available for the presentation?
- Select your background and layout, pictures, font size
- **Rehearse your presentation** (pace and tone of voice, eye contact, body language)

[Video Critique: Majora Carter - Greening the Ghetto \(TED talk 2006\)](#)
[\(dlugan.com\)](#)



Preparing your presentation (3)

Structure your talk like a meal

What is your topic and what are the 1-3 top key messages to convey?

- appetizer (opening, framing the question you will be addressing)
- main course (core of presentation) ,
- dessert (take away messages)
- digestive (last punch) can be a memorable phrase or image



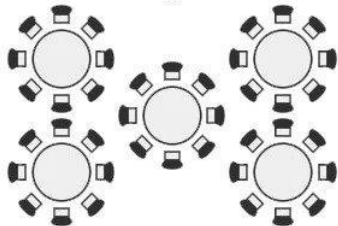
Great presenters create “wow” moments



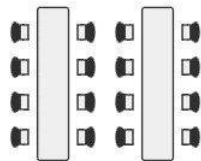


Check the room (layout), where to stand or walk

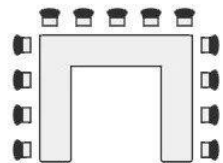
Banquet



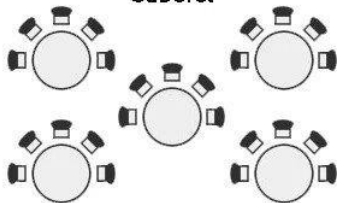
Mess / Imperial



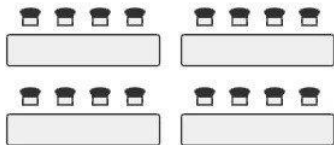
U-Shape / Meeting / Board



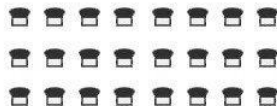
Caberet



Classroom

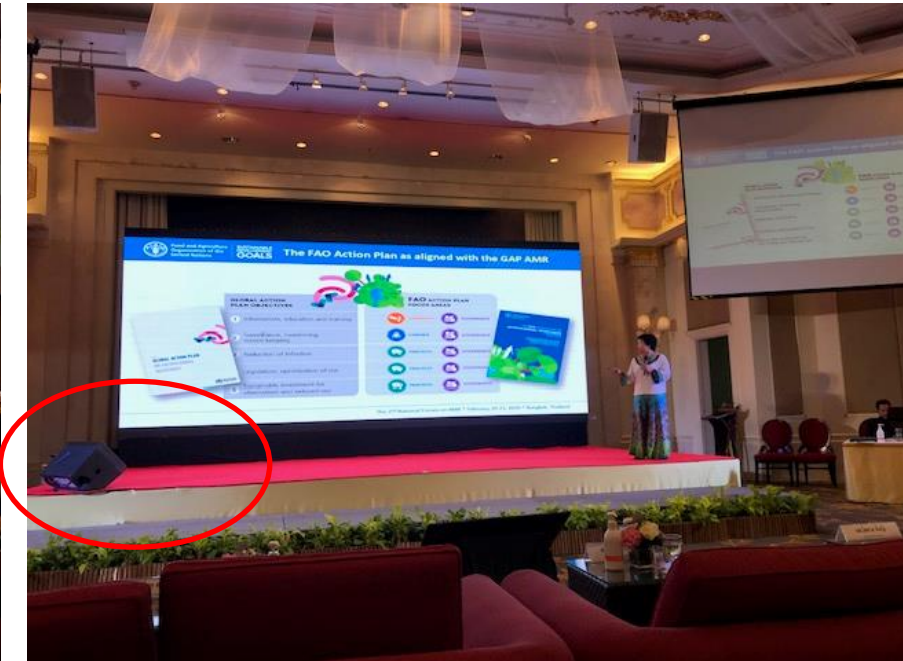


Theatre



- Position of projection **screen** and where you will stand
- Make sure you can **look** at the audience
- **Microphone** (fixed or walking mic, test sound)





How to dress for a presentation



- [How to Dress for a Presentation: Everything You Need to Know \(stylerises.com\)](https://stylerises.com)



Before you present



- Sit strategically to get onto the podium
- Test the sound of the microphone and how to use it (especially if online)
- Check the slides (correct version) and how they advance and project, (if video used, test also sound)
- Check spelling mistakes avoid using links
- Ensure **a glass of water** available during presentation
- Use the toilet, let cold water run over your wrists, breath deeply

- **Write down opening and closing phrase (or memorize)**



During your presentation

- Present with passion, authenticity, energy and smile
- Connect with your public (eye contact, **body language**, pace of presentation)
- Strong opening (why people should listen to your presentation, relevance, capture the interest)
- Share personal experience or story or interact with your audience (pose a question)
- Pauses are fine
- Reading vs free speech

Inspirational speaker [Video Critique: J.A. Gamache \(Toastmasters, 2007\)](#)
[\(dlugan.com\)](#)



During your presentation

- Reference to what has been said previously by other speakers/moderator?
- Less is better than more (keep time, reduce to key issues)
- Acknowledgement on a slide (not reading)
- **Note: Nobody will know what you forgot to say during your presentation!**



Towards the end of your presentation

- Indicate when you are reaching the end of the presentation
 - "before I finalize"
 - " this is my last slide"
 - ..." Thank you"
- Finalize with a key message or picture
- Provide your contact



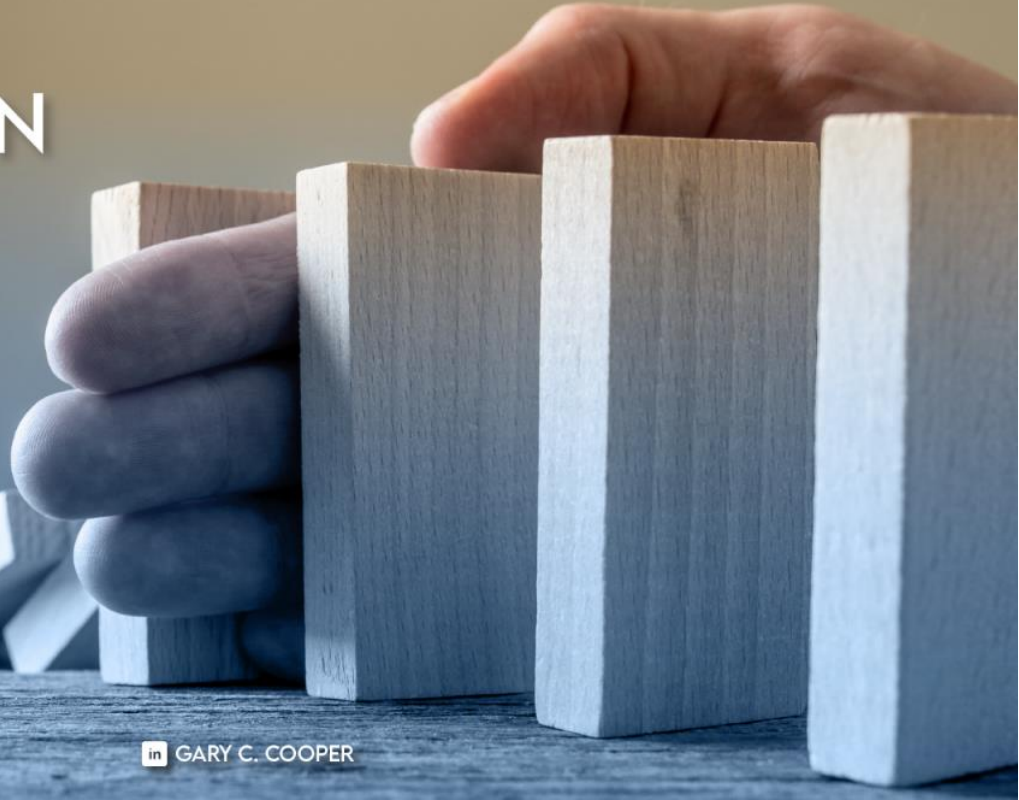


Food and Agriculture
Organization of the
United Nations

Antimicrobial Resistance is not a future threat. It is a current global burden we need to address NOW.



PREVENTION IS BETTER THAN CURE



 GARY C. COOPER



After the presentation

- **Question time** (opportunity to stress your main messages or anything forgotten)
- **Opportunity to network** (have business cards ready!)
- Share your presentation with organizers for further dissemination (pdf file)
- Consider copyright of images, weblinks

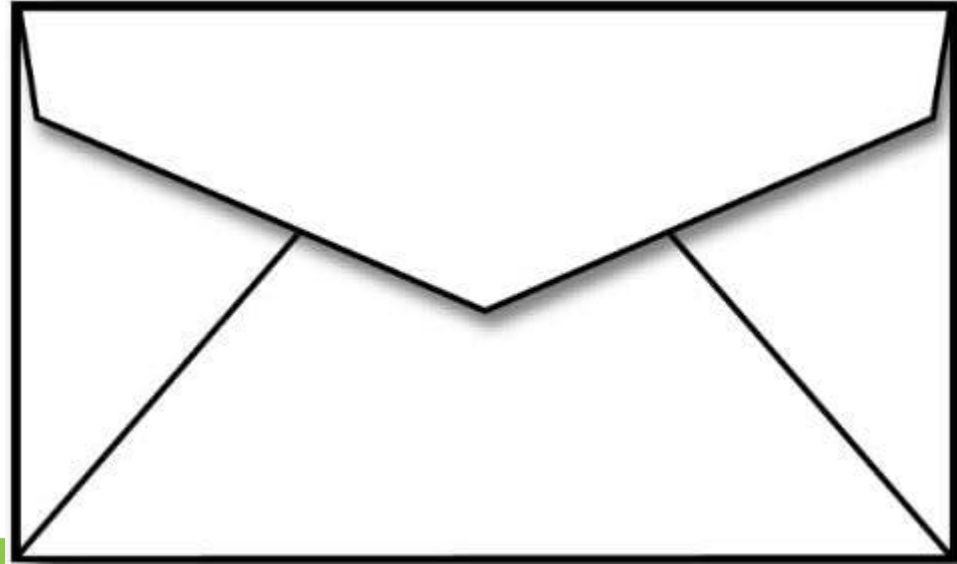


Key for an impactful presentation:

Passion, positive energy and authenticity

A clear message

Good preparation!



GOOD LUCK
WITH YOUR
PRESENTATIONS
!

Contact:

Katinka de Balogh

E-mail:

katinka027@gmail.com