Using Technology in Your Oral Presentation at the HTCC Conference

This year at HTCC, each room will be equipped with a PC laptop and projector. PowerPoint and Prezi presentations can greatly enhance an oral presentation.

- If you use a projected presentation, have a plan B. Assume that the technology will not work at the conference, and be prepared to deliver your presentation without it.

- The computers available for you at the conference will be PCs and will have Microsoft Office installed, so make sure your presentation is saved in a format that can be read by PowerPoint or another Microsoft Office program. If you work on a Mac, please be advised that the computers at the conference will not be able to open Keynote files.

- You may not connect your own laptop to the projectors.

- Save your file on a thumb (USB) drive and bring the drive with you. Internet access will not be available in the conference center. Do not try to open your presentation file from your email or other Web source on the day of the conference.

- Save your presentation in multiple formats. As some of the laptops at the conference may not open .pptx or other more recent file formats, save your presentation both in both the older and newer format (i.e., .ppt and .pptx format).

Tips for a Great Presentation
Presentation software is a great way to support a speech, visualize complicated concepts or focus attention on a subject.

A bad presentation can achieve the opposite. Badly designed slides with too much text or bad graphics can distract or worse, irritate the audience.

Design

Keep the design very basic and simple.

Pick an easy to read font face large enough to read from across the room.

Carefully select font sizes for headers and text.

Keep It Straight and Simple.

Keywords only.

No sentences!

Never read your slides, talk freely.

Remember that your slides are only there to support, not to replace your talk! You'll want to tell a story, describe your data or explain circumstances, and only provide keywords through your slides. **If you read your slides and if you do it slow and badly, the audience will get bored and stop listening.**

Visuals

Have more images in your slides than text.

But do not use images to decorate!

Images can reinforce or complement your message.

Use images to visualize and explain.

A picture can say more than a thousand words.

Present Yourself Well

Know your slides inside out.

Speak freely.

Speak with confidence – loud and clear.

Don't speak too fast.

Maintain eye contact with the audience.

Notes should be used for reference – don't read your paper.