

Presenter Tips

Prior to Presentation:

- Plan your presentation
 - How much time are you allotted for your presentation? Make sure it doesn't go over that.
 - What's the proper length for a PowerPoint presentation to be most effective?
 - Is the meeting being recorded? If so, keep total length to under 1 hour
 - Be aware to allow time for questions and audience participation in your allotted time.
- Have you checked your equipment? Do you need to reserve/purchase/borrow equipment?
 - Check with the Meeting Creator. Will they provide a microphone or do you need to provide one?
 - Will you be broadcasting video. If so, dress appropriately.
 - If you are bringing your own laptop, set it up ahead of time to make sure that you can access the site and that your audio control panel is set correctly.
- Think through what teaching aids you need prior to the presentation date
 - Create the PowerPoint ahead of time.
 - Begin with a Title slide with presentation title and your name.
 - Follow these Tips for a More Effective Presentation:
 - What handouts do you need?
 - Distribute handouts ahead of time via email and/or post in meeting space's file share pod and/or on a Web site
 - Audience interaction –
 - Develop a strategy for audience interaction if necessary for your presentation to be effective. Be aware that this also affects presentation length
 - To involve the audience during your presentation, prepare poll pods ahead of time. Coordinate with Host if you don't have permissions to do this.
- Send materials for uploading to the Host or Meeting Moderator
 - Presentation for Share Pod
 - Handouts for FileShare Pod
- Make sure you are comfortable with the Breeze Meeting space.
 - Get appropriate training prior to presenting
 - Be familiar with different pods
 - Understand permissions in Breeze so they can know if they have the levels they need to do what they want to do
 - Know how to use the Share pod, full screen toggle, and sync
 - If you need a customized layout, have the Meeting Creator set it up in advance or make sure you have Host permissions so you can create your own and switch between layouts

- Understand what your user will be seeing when you are presenting.
 - May need to talk with Meeting Host to use Full Screen Toggle for Participants.
- **Practice in advance!!** Even spending just 10 minutes running through your materials in advance can make the difference between a good experience and a waste of time for those attending through Breeze.
 - Practice giving your presentation using two separate computers so you can see what the screen looks like for Participants. Have a colleague log in as participant and you a Presenter or Host. Discuss how the participant views your presentation.
- ☐ Be familiar with distance education etiquette:
 - Don't tap their pens on the table
 - Don't shuffle papers
 - Don't place materials on top of the microphone or create other disruptions
 - Moving the microphone back and forth. This creates noise for your participants and is very distracting.
 - Turn off cell phone and other wireless devices.
- ☐ Decide what strategy you're going to use for questions. Are you going to take questions as people have them or are you going to ask if there are questions?
 - Whatever you decide, make sure you tell the audience your preference.
 - Remember, some participants will only be able to chat and/or use Attendee List emoticons
 - If you know who the meeting moderator will be during your presentation, work with them on the strategy you will use for taking questions from the audience during the presentation
- ☐ If you know who the meeting moderator will be during your presentation, ask them the strategy for tech support for the day of your presentation.
- ☐ Have a back-up plan in case technology fails. A good option is to use the Penn State MeetMe Audio Bridge service.
- ☐ In order to involve the audience during your presentation, prepare poll pods ahead of time.
 - Coordinate with Host if you don't have permissions to do this.
- ☐ Test prior to your meeting to make sure the lighting is acceptable for your presentation.

Day of Presentation:

- ☐ Log in to the meeting room well in advance of the time for your presentation. This will help you get focused before beginning your presentation.
- ☐ Stand still or take screen shot. Too much movement is distracting to your audience and takes up bandwidth which can then detract from the sound quality.
- ☐ Introduce yourself and your presentation.
- ☐ Speak into the microphone – don't walk away or turn away from the microphone.

- Speak clearly and don't rush. Sometimes the audio in the Breeze meeting will drop words if you are speaking very rapidly. Talking too slowly is also a problem because Breeze could drop the audio.
- Before you begin your actual presentation, take a few seconds to do an audio check with people in the Breeze meeting to be sure they can hear. Ask participants to use the emoticons in the Attendee List Pod to let you know if they can hear you.
 - If there are people who have presenter status, ask them to turn off the Hands Free microphone during your presentation.
- Explain to audience how you are going to take questions
 - Implement strategy for making sure Breeze participants can hear face-to-face audience questions. Easiest way is to repeat the question before answering.
 - Stop for questions every couple of slides. Pause and wait 5-7 seconds to make sure that everyone has a chance to frame a question and then ask it.
 - Attendee list – use “Ask Question” emoticon. Meeting facilitator should be moderating this for you.
- As you're giving your presentation, watch for cues from the Breeze meeting moderator that you need to attend to something in the Breeze meeting room
- Involve audience when possible
 - Prepare poll pods ahead of time. Coordinate with Host if you don't have permissions to do this.