



Tips for presenters

Tip	Comments
<p>1. If presenting from a lectern with mics do not walk off thinking everyone can hear you.</p> <p>Action: Stay at the lectern where the microphone is located or use a radio lapel microphone.</p>	
<p>2. When presenting, Speak into the microphone turning your head away from the microphone to look at the screen means your voice will fade. Remember - Powerpoint does not have ears so why are you talking to it?</p> <p>Action: Request a courtesy monitor or use your laptop screen as an aide memoire so you don't need to keep looking at the screen.</p>	
<p>3. If you need to make reference to the screen consider using a laser pen to highlight areas of importance.</p> <p>Action: Hire a laser pen for your presentation.</p>	
<p>4. Lean into the microphone when speaking this will make you sound far better especially when starting your presentation or trying to get the audience's attention. Do not be scared of how loud you are. Remember the further away from the microphone you get the thinner your voice will sound.</p> <p>Action: Practice your presentation with someone at the back of the room to ensure you can be clearly heard. Arrive early for a sound check.</p>	
<p>5. Never stand or present with a window behind as you will appear in silhouette. People need to see your face.</p> <p>Action: Plan your room set up to ensure you present with a solid wall behind you. Request a back drop to cover any unwanted windows or unwanted background.</p>	
<p>6. Never stand in front of the projection screen. If you do, you will be in silhouette and worse still, delegates will not be able to see your slides</p> <p>Action: Ensure the position from which you deliver your presentation does not interfere with the projected image or viewers sight line of the screen.</p>	
<p>7. Turn up to the venue early so the audio visual team can check your PowerPoint works and do a sound check especially when you are running sound or using videos within your presentation.</p> <p>Action: Book a meeting with your audio visual team or at least speak via phone before hand to ensure this happens.</p>	



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<p>8. Do not recite off your slides word for word. You may as well just give hand out sheets.</p> <p>Action: Keep wording on your slides to a minimum and use plenty of pictures or graphics whenever possible to reinforce your point.</p>	
<p>9. Work on your presenting style – be enthusiastic, use different tones of voice, silence and audience participation to retain their interest</p> <p>Action: Practice your presentation in front of a friend or colleague and get some feedback. Consider presentation skills training. (Where possible)</p>	
<p>10. Control Q & A sessions</p> <p>Action 1: People who are helping with the hand held radio mics need time to get from person to person. Ask for hands to go up if someone wants to ask a question and clearly organise an order for speaking. E.g. “ Yes, the lady in yellow first and then we’ll go over to the gentleman with the red tie” and so on.</p> <p>Action 2: Repeat the question from the floor. Not everyone hears the questions being asked. Practice your presentation in front of a friend or colleague and get some feedback. Consider presentation skills training. (Where possible)</p>	

Remember the Titan team are always available to offer advice and guidance and are around to make your job hassle-free. We’re only a phone call away on **0121 561 4701**.