

Effective Thesis Presentation

Tips and Tools

Prof. Mirza Hasanuzzaman
Department of Agronomy
Sher-e-Bangla Agricultural University



Why Give a Presentation?

1. Inform
2. Persuade
3. Educate



Definitions

Presentation

- “Something set forth to an audience for the attention of the mind “

Effective

- “...producing a desired result”

1. Watch the Experts

- Watch clips from great public speakers and find out what they do right.
- Pick up on their posture, tone, volume, hand gestures, eye contact, attire, any audio/visual aids, message, and more!

2. Dress to Impress

- Be sure to look the part.
- Know your audience and don't fall short of their expectations.
- If it is a formal event, be sure to look the part.
- Remember it is always best to overdress than to underdress.

3. Visit the Space Before Presenting

- Get to know the space that you will be presenting in.
- Test out any audio and visual aids that you will be using.

4. Know Your Material

- Be sure to have a strong knowledge base for the material that you are covering. This will be helpful if a question arises about the topic.
- Also, know your presentation! Know the content and order of your slides.

5. Content

There are 3 C's to consider:

clear

concise

concrete

Tip:

Try to share one thing no one knows

6. **Body Language and Personality**

Watch yourself in the mirror when you are practicing or record yourself on camera.

Be aware of your body language, what is it conveying to your audience?

7. Practice, Practice, Practice

Run through your presentation on your own. Pay attention to your:

- Voice- Tone, inflection, volume, speed, pauses
- Filler Words- 'um,' 'you know,' 'like'
- Areas of difficulty in your presentation

8. Get Feedback

- Share your presentation with a friend, classmate, professor, or anyone who is willing to give you feedback.
- Adjust your presentation with their feedback and then get feedback again.

9. Prepare for the Unexpected

Are you ready for:

- No Internet

- Lost PowerPoint

- Cell phone ringing

- Late entrance

- Different size audience than expected

10. Do's and Don'ts

Do:

Always repeat
audience questions
Give audiences
something to walk
away with
Respect your
audience's time

Don't:

- make excuses
- read your slides or verbatim from notes
- defer answering questions
- overload your slides

Your Turn!

Take your next presentation and practice in front of the mirror. Implement some of the suggestions from this presentation and improve your public speaking skills!

Planning

- Why are you doing the talk? Be clear about your purpose
- Find out how big your audience is likely to be & what sort of group
- Make notes about your subject
- Don't write your talk word for word
- Use small pieces of paper and number them
- Powerpoint has a notes & timing feature which may help
- Time your talk & practice it
- Then practice it again

Think of Threes



Tell people what you're going to say



Tell them



Tell them what you've said

Do's



Take a deep breath



Speak clearly



Make small cards to remind yourself of topics (number them!)



Be aware of where your audience is - are you facing all of them?



Smile, have fun



Be yourself and project your personality



Remember - no-one knows how you feel or what you think



Remember - The audience is on your side!

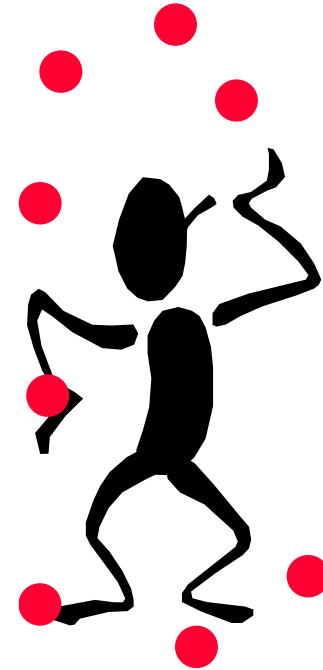
Don'ts

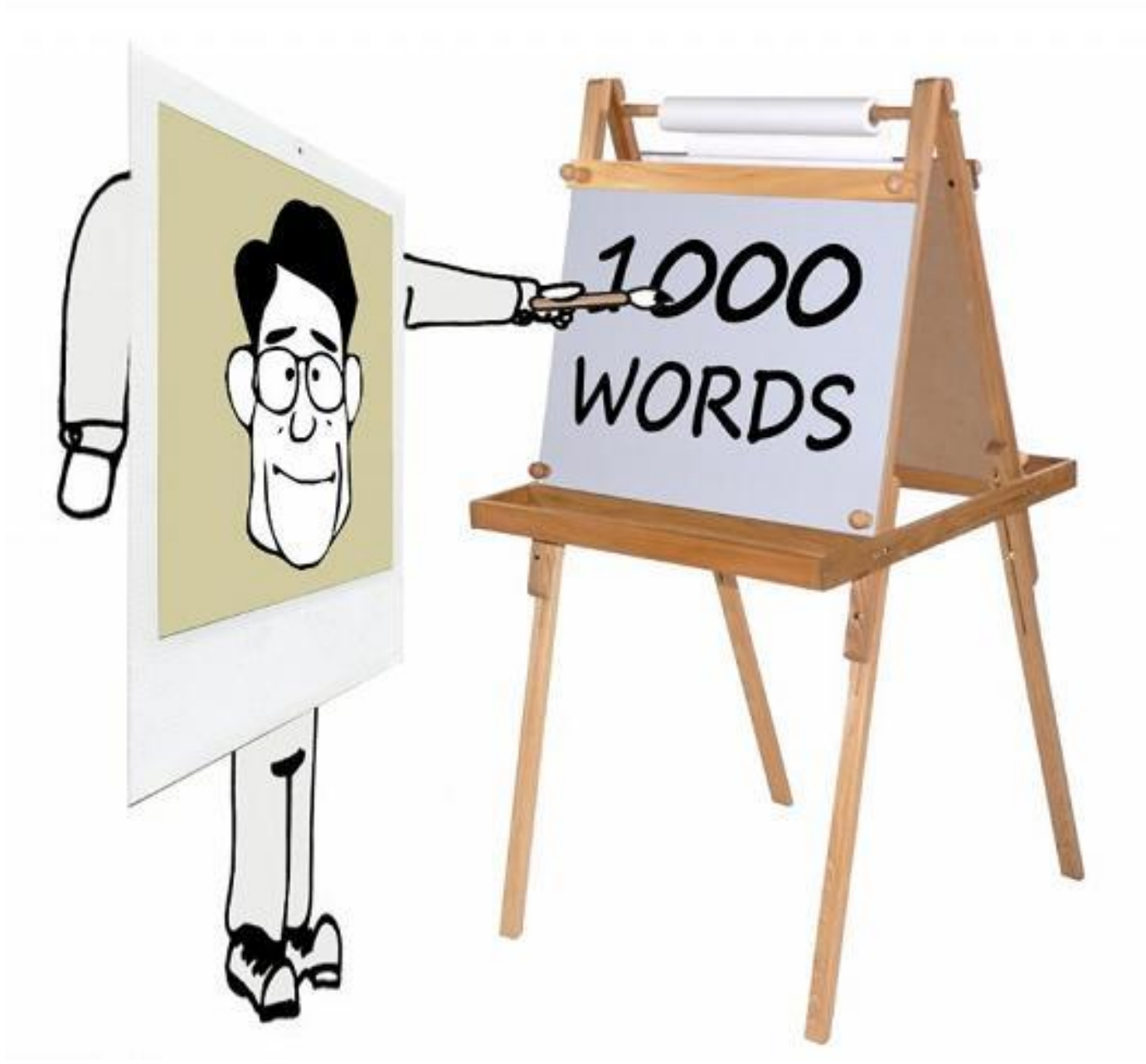


- Rush what you're trying to say – **SLOW DOWN**
- Read off a sheet of paper word for word
- Fiddle with things - its irritating!
- Use inappropriate language for your audience
- Panic

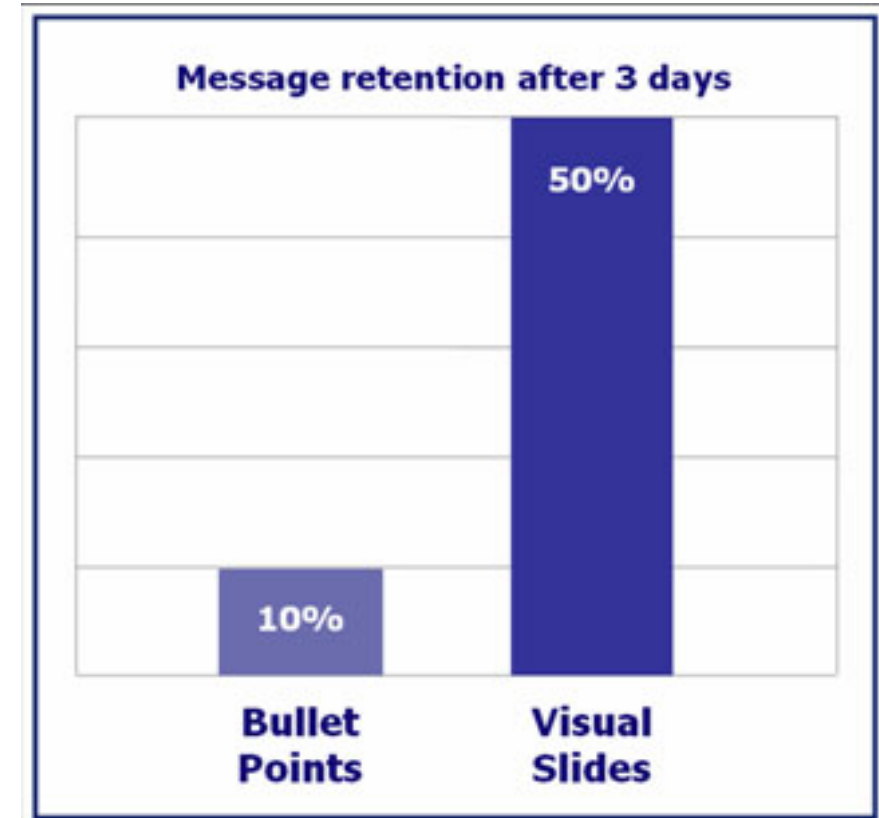
Techniques

- **Pace of delivery**
- **Vary style**
- **Move about**
- **Vary pitch**
- **Use notes**
- **Avoid annoying habits**
- **Use props, but don't overdo it**





The use of visual aids



Practice!

"If you fail to prepare, you are prepared to fail"

Rehearse your presentation and it will get better.



REHEARSE AGAINST THE CLOCK!

Structure Your Presentation

A common structure

- | | |
|------------------------------|-----------|
| • Title page | ~1 min |
| • Outline | ~1 min |
| • Background (optional) | ~1 min |
| • Problem statement | ~2 min |
| • Objective & scope | ~1 min |
| • Methodology | ~2-3 min |
| • Results & Discussion | ~8-10 min |
| • Conclusion | ~1 min |
| • Future research (optional) | ~0.5 min |
| • Final slide – Q&A | N/A |

Total: ~20 min

Title Page

- You can't make a first impression twice
- Title page elements
 - A concise and meaningful title
 - Your name and affiliation
 - Presentation date



Bangladesh Society of Agronomy

21st Conference of the Bangladesh Society of Agronomy

05 November 2022

Keynote Paper

Future Agronomy Towards Agriculture 4.0

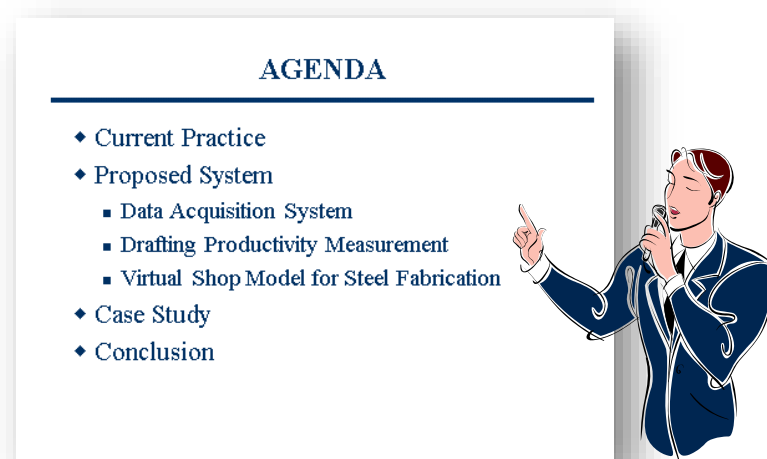


Prof. **Mirza Hasanuzzaman**, Ph.D., FBAS, FRSB
Department of Agronomy
Sher-e-Bangla Agricultural University, Dhaka
www.mirzahasan.info.bd



Outline

- Use agenda to clarify the structure of your presentation
 - Make the presentation appears more organized
 - Audience feel comfortable when they know where you will go
- Use short phrases
- Briefly explain the agenda, don't just skip it
 - I'll first ... then ...
- “House rules”
 - Due to the time limit, ask the audience to keep their questions to the end, tell them you have a Q&A session



Background (Optional)

- Justify why your research area is important
 - Consider using numbers/charts/facts quoted from credible sources to support your argument
- Prepare your audience
 - Assumption: audience with basic CM knowledge, but not in-depth knowledge in your particular research area
 - Explain use simple language the significance of the research area and necessary background info.

Note: Background slide may be ignored, if the research area is well-known, you can skip it and go to “Problem Statement”


Typical Annual Construction Accidents in U.S.

- Nearly 200,000 serious injuries
- 1,000 deaths



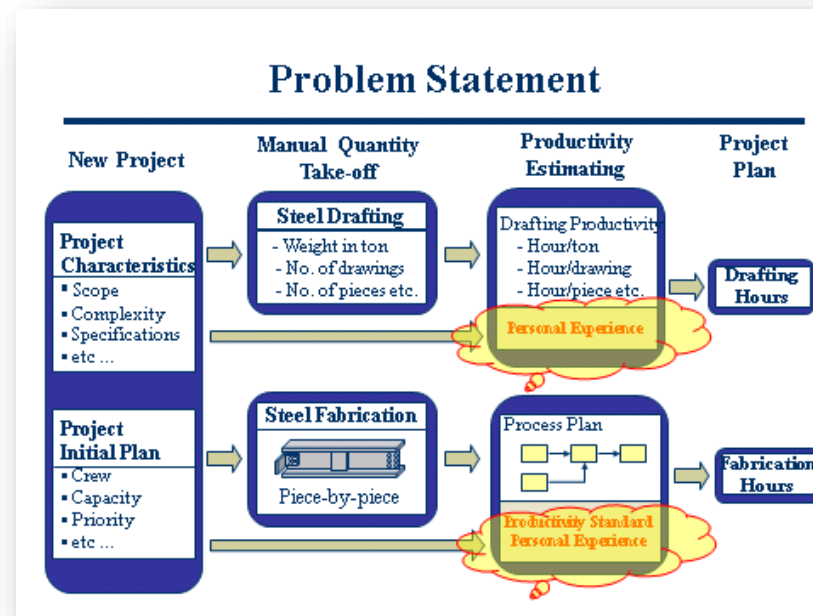
What is Simulation?

- Simulation
 - A mathematic–logic model of a real world system
 - Experiment can be conducted in a computer
 - Collect output information for decision making
- Procedure



Problem Statement

- Describe the exact research problem
 - Focus on the specific problem addressed by YOU only
 - Avoid statements that may be confusing/offensive unless you have adequate supporting data
 - E.g. “the construction industry fails totally to”
 - Construction managers do not understand ...”
- Briefly state literature review results (I’m not reinventing the wheel ...)

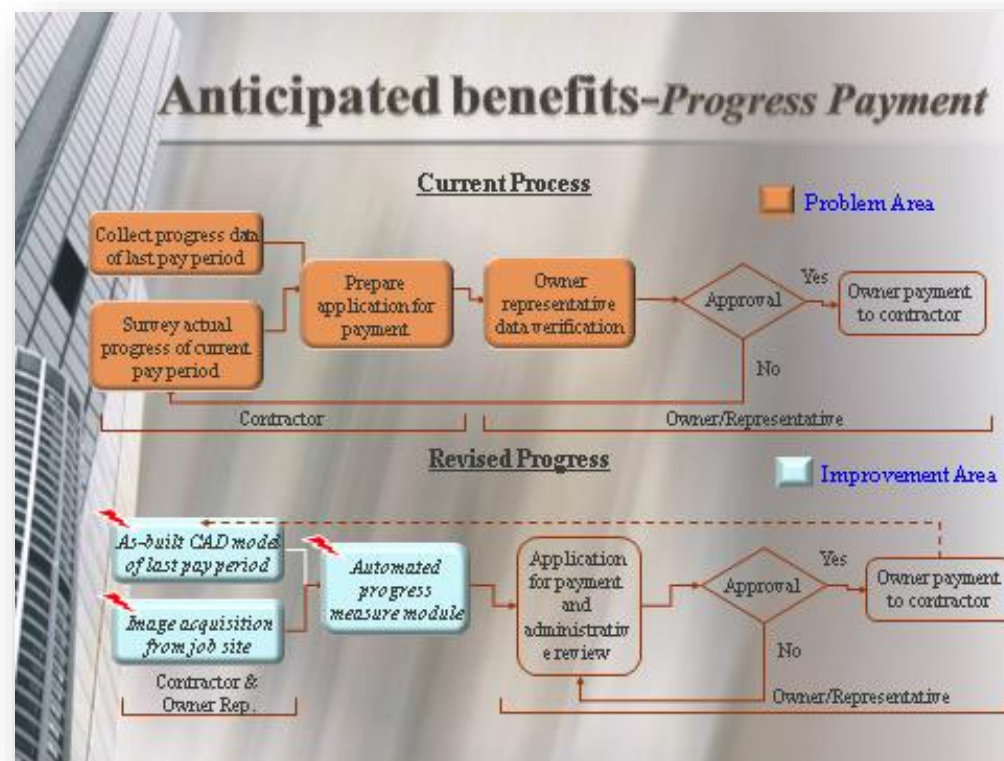


Visual aids (diagram, photos...) may help to highlight problem areas

More than 833 million hectares of land worldwide are salt-affected, accounting for 8.7% of the total land area, and the number is constantly increasing. (Food and Agricultural Organization, 2022).

Objective & Scope

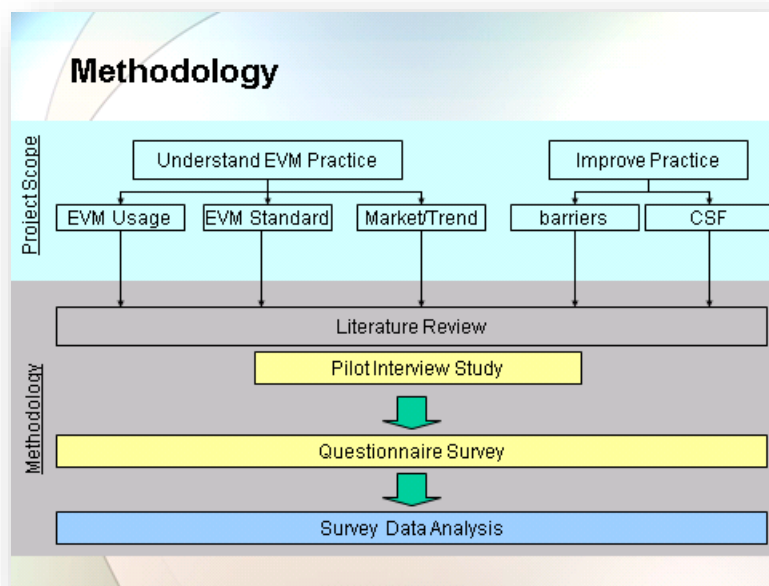
- List your objectives and sub-objectives
 - Your objectives must match to your problem
 - Try to visualize the objective using visual aids, if possible
- A brief statement of scope, if necessary



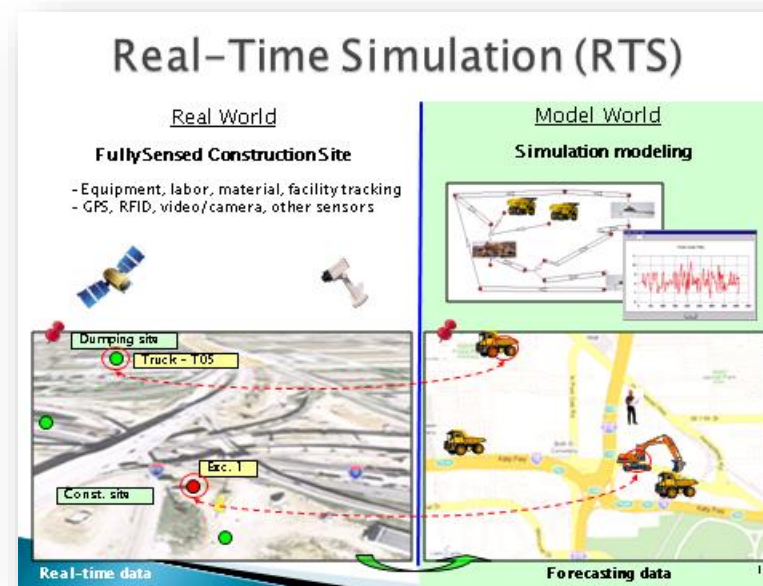
Visual aids may help to highlight both problem and improvement (objective) side by side for better understanding

Methodology

- A global view of research steps and logic
 - Use visual aids as much as your can
 - Explain each major research step briefly, don't miss any



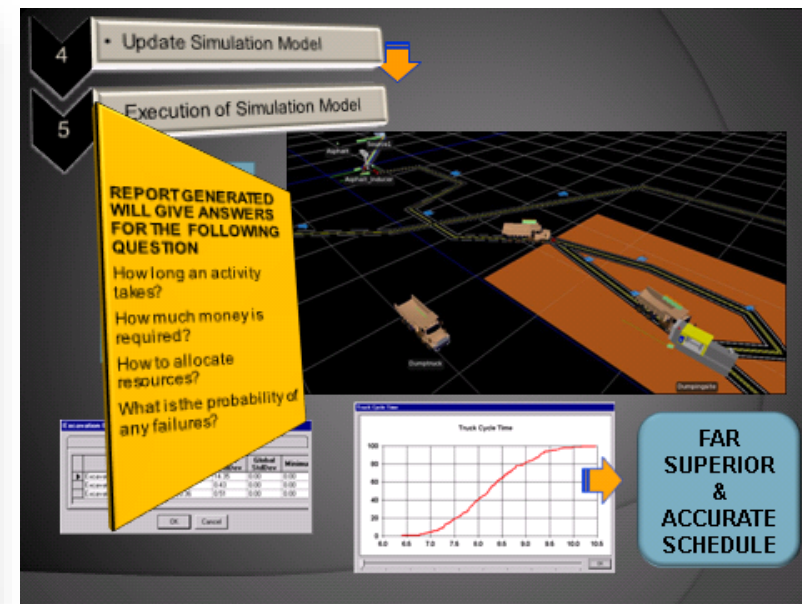
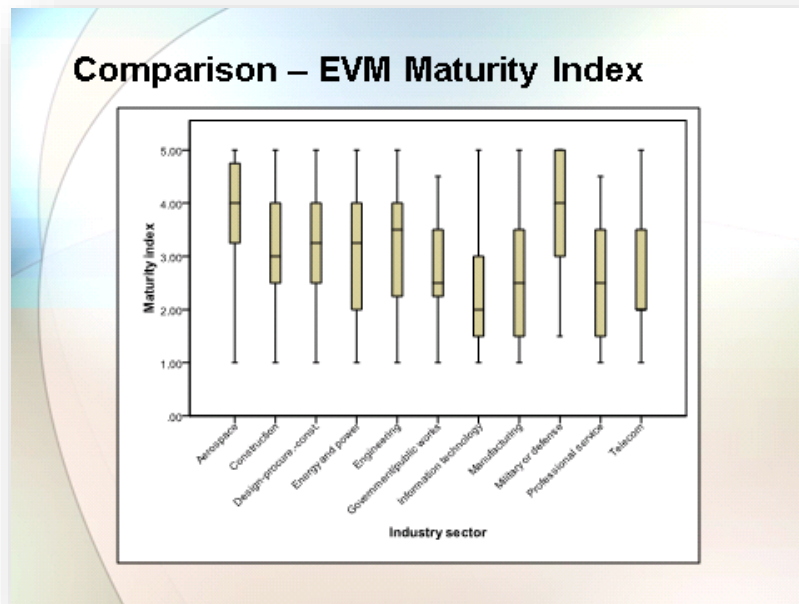
Flow chart is usually better than texts in explaining research steps



Photos, diagram, animation can help to explain complex research ideas

Results

- A description of results/deliverables
 - Allocate adequate time to present
 - Don't sell yourself short!
 - Visualize your results using visual aids or live demo!
 - Deliverables must match to your objectives



Conclusions

- A concluding remarks ...
 - A quick reflection of your research problem
 - A quick summary what you have done
 - Highlight your achievements
 - Reassure the audience your academic & practical value of your research
 - State lesson learned, if any

Conclusion

- Early involvement allows contractors contribute their experience, wisdom, and creativity.
- Improve drawing quality, material supply, and project communication.
- Generally, the earlier the contractor is involved, the more it can contribute to project performance
- Simulation is effective tool for partnering decision-making.

Conclusions and Future Research

- Conclusions
 - Real-time sensing devices is becoming available and economical for CM applications
 - Real-time data can enhance the accuracy of simulation modeling, and reduce modeling burdens on users
- Future Research
 - GPS data mining/analysis
 - E.g. truck driver driving behavior (e.g. speed pattern, idle time)
 - Real-time simulation
 - Introduce more factors to the modeling (weather, traffic etc.)
 - Tie the simulation to company-wide information system for more effective short-term scheduling

Podium Panic

For some people, the thought of giving a presentation is more frightening than falling off a cliff, financial difficulties, snakes and even death.



Dealing with Podium Panic

- Audiences are forgiving
- Nervousness is usually invisible
- Be yourself
- Practice deep breathing/ visualization techniques
- Begin in your comfort zone

Dealing with Podium Panic

- Check out the room in advance
- Concentrate on the message
- Begin with a slow, well prepared intro; have a confident and clear conclusion
- Be prepared and practice



Eye Contact



- Never let them out of your sight.
- Looking them in the eye makes them feel that they are influencing what you say.
- Eye contact allows the presentation to approximate conversation—the audience feels much more involved.

Body Language

List of NO's

- Lean on or grip the podium
- Rock or sway in place
- Stand immobile
- Use a single body language repeatedly
- Examine or bite your fingernails
- Cross your arms in front of your chest
- Use obviously practiced or stilted gestures
- Chew gum or eat candy
- Click or tap your pen, pencil or pointer
- Answer a mobile 😊.



Body Language (Nos)



Lean into the microphone



Shuffle your notes unnecessarily



Tighten your tie or otherwise play with your clothing



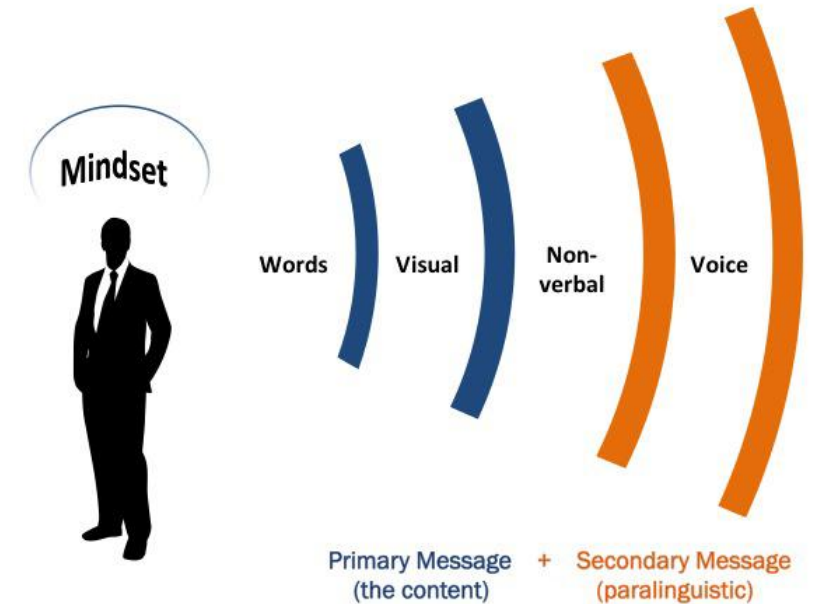
Crack your knuckles



Jangle change or key in your pocket

Voice

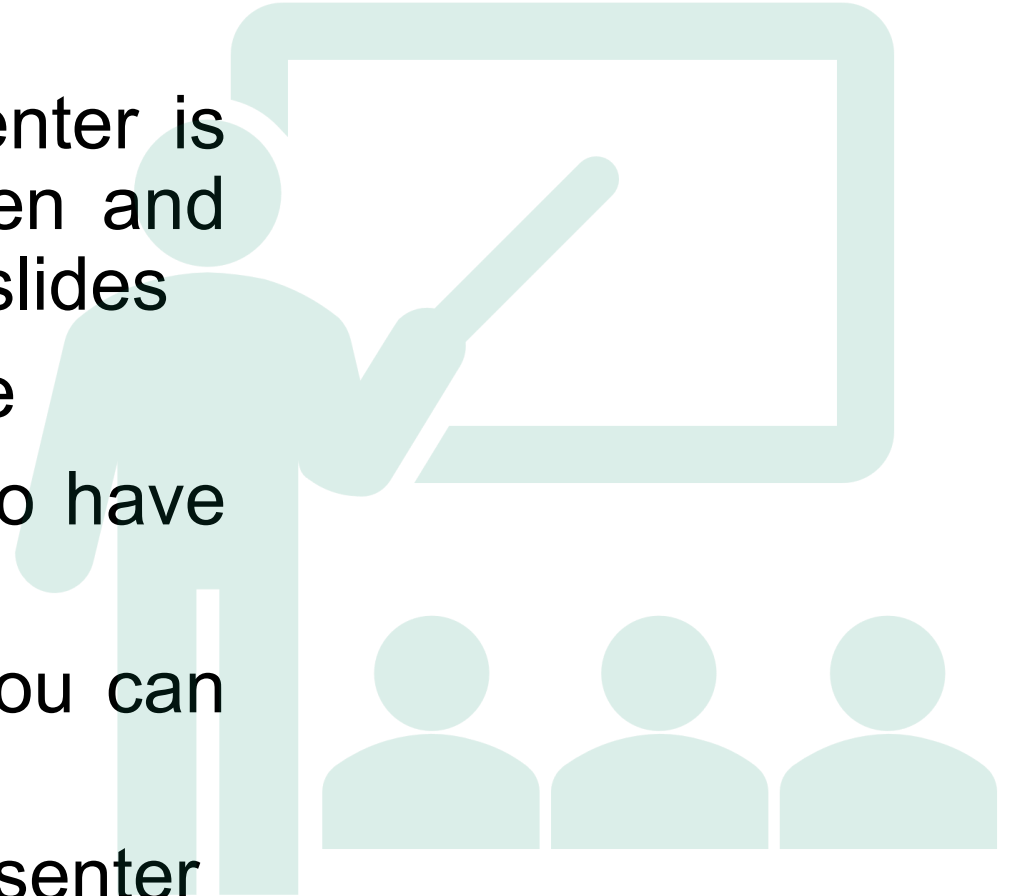
- Voice Intelligibility
- Articulation
- Pronunciation
- Vocalized pauses
- Substandard grammar
- Voice Variability
- Rate of speech
- Volume
- Pitch or tone
- Emphasis





Do not read the presentation

- A sure sign of an ineffective presenter is when he or she looks at the screen and reads off every last word up on the slides
- Loses eye contact with the audience
- You also don't want the audience to have to look at your backside all the time
- Practice the presentation so that you can speak from bullet points
- The text should be a cue for the presenter



Preparing Content

3 A's

- Analyze your **AUDIENCE**.
- Define what **ACTION**, you want them to take.
- Arrange your **ARGUMENT** to move them.

Analyze Your Audience

- What are their names, titles, backgrounds, reasons for attending, etc...?
- What are their big concerns?
- What are their objectives, fears, hot buttons, and attitudes?

Analyze Your Audience

- What is their perception of you and your institution?
- What are their questions likely to be?
- What is personally at stake for them?
- How much detail do they need?

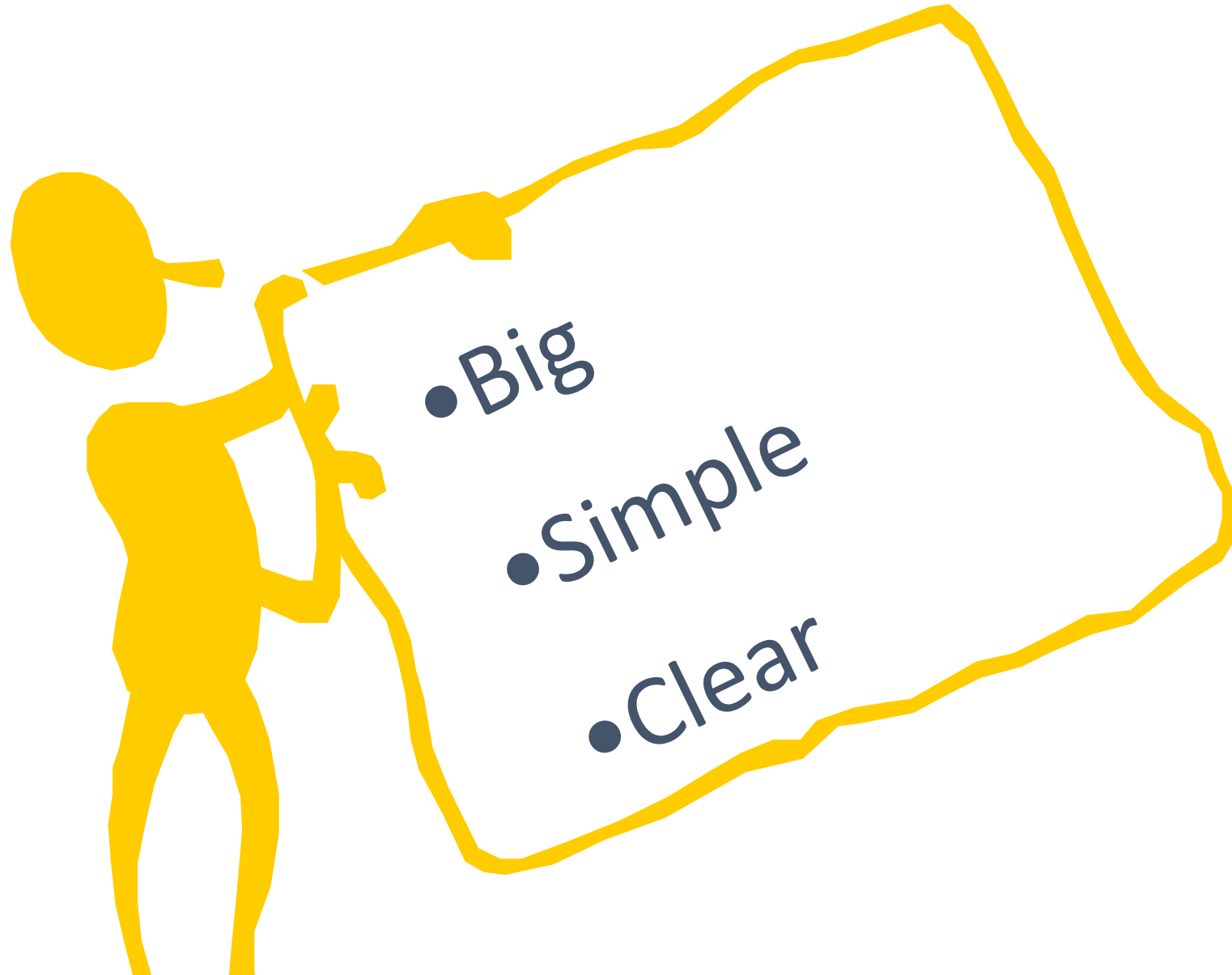
Define What Action

- What action do you want the audience to take?
- Define it in terms of the audience.
- What will they feel, believe, and do after hearing your talk?

Arranging Your Argument

1. Shake hands with the audience.
2. Get to the point.
3. Present your theme.
4. Develop your agenda point by point.
5. Summarize and recommend.

Design Concepts



Questions & Answers

- Anticipate lines of questioning
- Rehearse
- Don't rank questions
- Keep answers brief
- Be honest— on your answers
- Avoid negative words
- Don't repeat negative questions
- Clarify question
- Defer to experts
- Move your eyes off questioner
- If negative, end your response focused on somebody else

THE Golden RULE

NEVER argue
with a member of
the audience.

Instead...



Look at the questioner.



Remain neutral and attentive.



Listen to the whole question.



Pause before you respond.



Address the questioner, then move your eyes to others.

Easy as A B C

“I can’t Answer that question
Because ..., but I Can tell you...”

Stay on time

- If you plan a certain amount of time for your presentation, do not go over
- If there is no time limit, take less time rather than more to ensure that people stay engaged



Have a Backup Plan

- Technology can fail when least expected
- Have a backup copy on a flash drive
- Don't assume that your presentation will work fine on another computer
- Don't assume the internet will be connected
- From a speaker point of view, it is also a good idea to be able to deliver your presentation without the slides just in case of projector failure



Discovering and Using Multimedia

Multimedia software will help you to develop skills to create products that are useful in your role as a teacher.

It lets you create presentations with words, pictures, sounds and videos. e.g **PowerPoint**.

Multimedia Skills

- Knowing PowerPoint
- Working with Slides
- Building presentations
- Making slides look good
- Adding words
- Adding pictures and effects
- Adding sounds, movies, links
- Adding animations and effects
- Setting up and playing presentations



PowerPoint

"Is PowerPoint bad? No, in fact, it is quite a useful tool. Boring talks are bad. Poorly structured talks are bad. Don't blame the problem on the tool."

Don Norman

Author of

The Design of Everyday Things

- In 1961, Dr. Joseph Foley became the Director of the Division of Neurology within the Department of Medicine. Under his leadership, the Division rapidly grew into a nationally recognized program. Upon his retirement, the Department of Neurology was formed, and Dr. Robert B. Daroff became its first Chairman in 1980. In 1994, Dr. Daroff became Chief of Staff at University Hospitals and Associate Dean at Case Western Reserve University School of Medicine. Dr. Dennis M.D. Landis was appointed in 1995 as chairman. Under Dr. Landis, the Department greatly expanded in faculty and subspecialty programs. Dr. Landis stepped down as Chairman in late 2006, and in January 2008, Dr. Anthony J. Furlan became the present Chairman. The department has continued further growth in programs and faculty and is now part of the Neurological Institute of University Hospitals.
- The Department now includes over 55 faculty at nine sites (University Hospitals-Cleveland Medical Center, Case Western Reserve University School of Medicine, Richmond Heights Medical Center, Bedford Medical Center, Westlake Health Center, Ahuja Medical Center, Suburban Health Center, Park East Medical Center, and the Cleveland VA Medical Center). Within the Department are many Centers, among them, Brain Tumor, Epilepsy, Neuromuscular, Movement Disorders, Stroke and Cerebrovascular, Neuro-Critical Care; Brain Health and Memory, Neuro-Ophthalmology, and General / Community Neurology. The Department Residency Program is one of the largest in the country, and takes up to 12 residents per year, in addition to fellows in Pediatric Neurology, Neuromuscular Medicine, Epilepsy, Vascular Neurology, Neurologic Critical Care, Movement Disorders and Behavioral Neurology.

PowerPoint

Advantages

- Quick, easy and simple
- Prepare in advance
- Good for large audience
- Can include pictures & graphics easily
- Something to look at

Disadvantages

- Can be tedious
- Not very dynamic
- Easy to overload with information
- Be careful with animations
- Tendency to read word for word

Basic Rules of PowerPoint® Slides



Too many slides can lose your audience



Minimize the Number of Slides

- You want a clear message
- You want to keep your audience interested
- Keep the number of slides to a minimum
- Good rule of thumb: try not to exceed one slide per minute

Tips to be Covered

- Outlines
- Slide Structure
- Fonts
- Color
- Background
- Graphs
- Spelling and Grammar
- Conclusions
- Questions



Outline

- Make your 1st or 2nd slide an outline of your presentation
Example: previous slide
- Follow the order of your outline for the rest of the presentation
- Only place the main points on the outline slide
Example: Use the titles of each slide as main points

Slide Structure – Good

- Use 1-2 slides per minute of your presentation
- Write in point form, not complete sentences
- Include 4-5 points per slide
- Avoid wordiness: use key words and phrases only

Don't use too much text

- Don't try to fit too much text on any single slide
- It is a nightmare for audiences when they see a slide jammed full of text.
- If audience members read all the text on a slide, they will not be able to listen to you at the same time
- 7-10 lines/page max (3-5 is better)
- 4-8 words/line

Slide Structure - Bad

This page contains too many words for a presentation slide. It is not written in point form, making it difficult both for your audience to read and for you to present each point. Although there are exactly the same number of points on this slide as the previous slide, it looks much more complicated. In short, your audience will spend too much time trying to read this paragraph instead of listening to you.

- While nearly 70 percent of the world is covered by water, only 2.5 percent of it is fresh. The rest is saline and ocean-based. Even then, just 1 percent of our freshwater is easily accessible, with much of it trapped in glaciers and snowfields. Globally, agriculture accounts for 80–90% of all freshwater used by humans, and most of that is in crop production. Still, water is the main abiotic stress (Drought) limiting crop production in several regions of the world. In 2030, 47% of the world population will be living in areas of high water stress. Even where water for irrigation is currently plentiful, there are increasing concerns about future availability. The competition from industrial and urban uses is increasing with demographic pressure and rapid industrialization. The scarcity of fresh water is also exacerbated by non-point and point source pollutions, particularly salinization of groundwater aquifers. Global water pollution is on rise as every day two million tons of sewage and industrial and agricultural waste are discharged into the world's water. Seventy percent of untreated industrial wastes in developing countries are disposed into water where they contaminate the existing water supplies.
- Water is considered as the most critical resource for sustainable development in most Mediterranean countries. It is essential not only for agriculture, industry and economic growth, but also it is the most important component of the environment, with significant impact on health and nature conservation. Currently, the rapid growth of population along with the extension of irrigation agriculture, industrial development and climate change, are stressing the quantity and quality aspects of the natural system. Because of the increasing problems, man has begun to realize that he can no longer follow a "use and discard" methodology either with water resources or any other natural resource. As a result, the need for a consistent policy of rational management of water resources has become evident. Global irrigated area has increased more than six fold over the last century, from approximately 40 million hectares in 1900 to more than 260 million hectares (Postel, 1999; FAO, 1999). Today 40% of the world's food comes from the 18% of the cropland that is irrigated. Irrigated areas increase almost 1% per year (Jensen, 1993) and the irrigation water demand will increase by 13.6% by 2025 (Rosegrant and Cai, 2002). On the other hand 8-15% of fresh water supplies will be diverted from agriculture to meet the increased demand of domestic use and industry.

Slide Structure – Good

- Show one point at a time:
 - Will help audience concentrate on what you are saying
 - Will prevent audience from reading ahead
 - Will help you keep your presentation focused

Slide Structure - Bad

- Do not use distracting animation
- Do not go overboard with the animation
- Be consistent with the animation that you use



- Don't try to dazzle the audience with graphics or style...but with the information.
- The medium is not the message.
- The information is the message.

Fonts - Good

- Use at least an 18-point font
- Use different size fonts for main points and secondary points
 - this font is 24-point, the main point font is 28-point, and the title font is **36-point**
- Use a standard font like Times New Roman, Arial, Verdana or Tahoma

Format: font

You should consider what font you use in your presentations. **Sans-serif** fonts are usually more readable on screens.

Some sans-serif fonts are:

Verdana

Calibri

Ariel

Trebuchet

Century Gothic



Serif font

Sans serif font

Fonts-Good

- ✓ This is Arial 28 pt and you can easily read it.
- ✓ This is Tahoma 28 pt.
- ✓ This is Verdana 28 pt and it is very easy to read when projected.
- ✓ This is Times New Roman 28 pt and it is not bad to read

Fonts - Bad

- If you use a small font, your audience won't be able to read what you have written
- CAPITALIZE ONLY WHEN NECESSARY (e.g. TITLE). IT IS DIFFICULT TO READ
- *Avoid italicized fonts as they are difficult to read quickly*
- **Don't** *use a* complicated **font**
- Avoid having a picture of text.

• Avoid having a picture of text.



Color - Good

- Use a font color that contrasts sharply with the background
 - Ex: blue font on a white background
- Use color to reinforce the logic of your structure
 - Ex: light blue title and dark blue text
- Use color to emphasize a point
 - But only use this occasionally

Color - Bad

- Using a font colour that does not contrast with the background colour is hard to read
- Using colour for decoration is **distracting** and **annoying**.
- Using a different colour for each point is unnecessary
 - Using a different colour for secondary points is also unnecessary
- **Trying to be creative can also be bad**



- Contrast is important.
 - Dark text on a light background.

Use Contrasting Colors



Light colors on a dark background.

Dark colors on light background.

Foreground

Background

	Red	Orange	Yellow	Green	Blue	Violet	Black	White	Gray
Red		Poor	Good	Poor	Poor	Poor	Good	Good	Poor
Orange	Poor		Poor	Poor	Poor	Poor	Good	Poor	Poor
Yellow	Good	Good		Poor	Good	Poor	Good	Poor	Good
Green	Poor	Poor	Poor		Good	Poor	Good	Poor	Good
Blue	Poor	Poor	Good	Good		Poor	Poor	Good	Poor
Violet	Poor	Poor	Good	Poor	Poor		Good	Good	Poor
Black	Poor	Good	Good	Good	Poor	Good		Good	Poor
White	Good	Good	Good	Poor	Good	Good	Good		Good
Gray	Poor	Poor	Good	Good	Poor	Poor	Poor	Good	

Background - Good

- Use backgrounds such as this one that are attractive but simple
- Use backgrounds which are light
- Use the same background consistently throughout your presentation

Choosing Colors

Dark backgrounds require light colors like white or gold

Choosing Color

Red text on a blue background produces a purple haze

Choosing Color

- Green text on a red background looks fuzzy

Background – Bad

- Avoid backgrounds that are distracting or difficult to read from
- Always be consistent with the background that you use



Using Bullets

- Type phrases not sentences
- Maintain parallel structure
- Use the 6×6 Rule
 - ✓ 6 words per bullet
 - ✓ 6 bullets per slide

Balance.

- Do not center bullet points.
 - It makes the text ragged.
- And hard to read and follow with your eyes.

- Generally, left-justify bullets.
- This keeps things neat.
- Easy to follow.

Using Bullets

- ✚ PowerPoint provides a variety of bullets
 - Some are basic
 - Some are basic
- 🏠 Others may surprise you
 - ⊕ Select bullets that enhance your presentation

* In bullet point lines, capitalize the first word and no other words unless they normally appear capped

Graph and Charts

- Keep graphs, charts and diagram simple, if possible.
- Use bar graphs and pie charts instead of tables of data. The audience then immediately pick up relationship
- Trends are easier to visualize in graph form
- Always title your graphs

Graphics

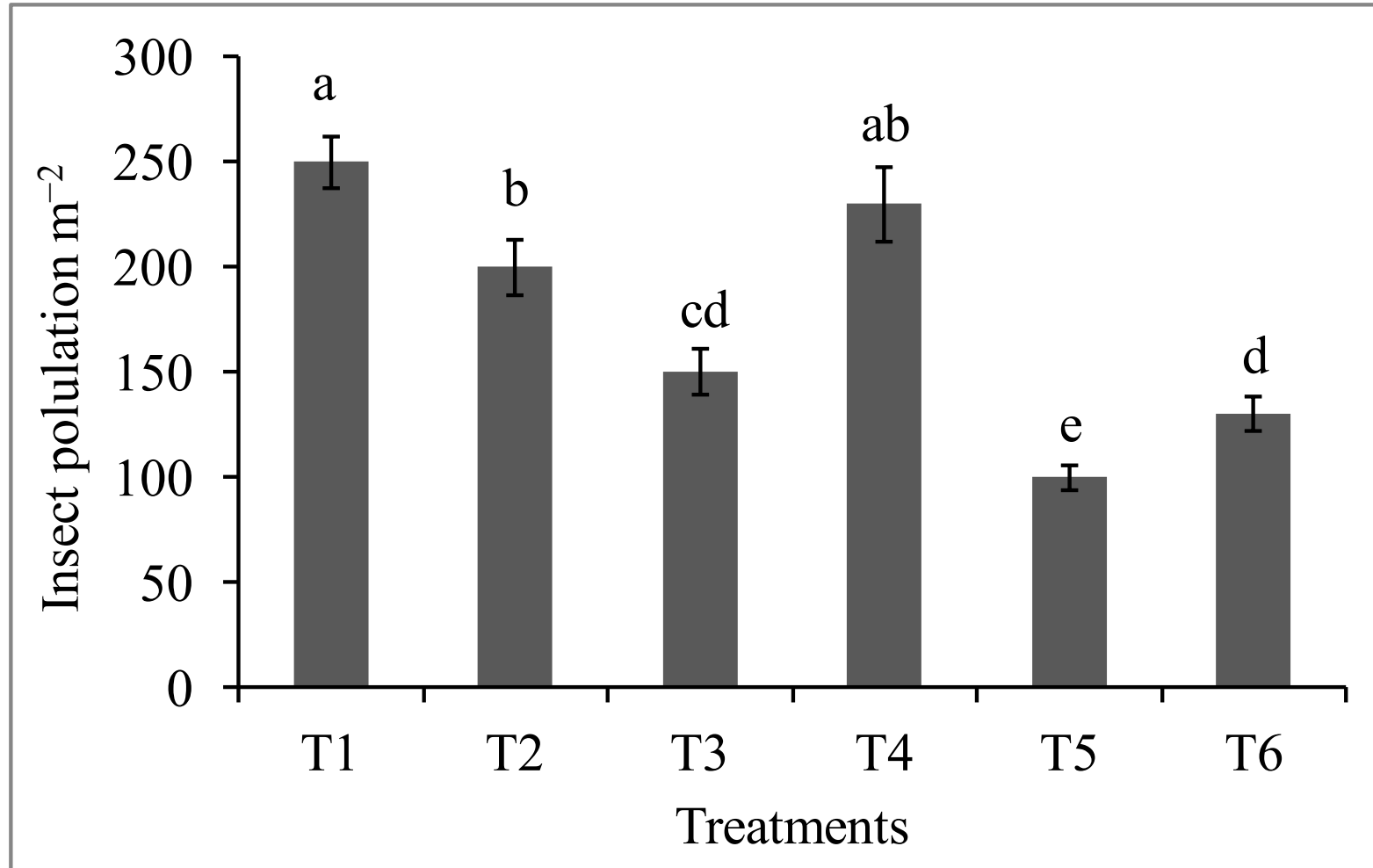


- Select good illustrations and graphics
- Every image has a reason
- Clip art gets old
- Animated gifs are distractive

Graphs and charts- Bad

	Jan	Feb	Mar	April
Min	20.4	27.4	90	20.4
Max	30.6	38.6	34.6	31.6

Graphs - Good



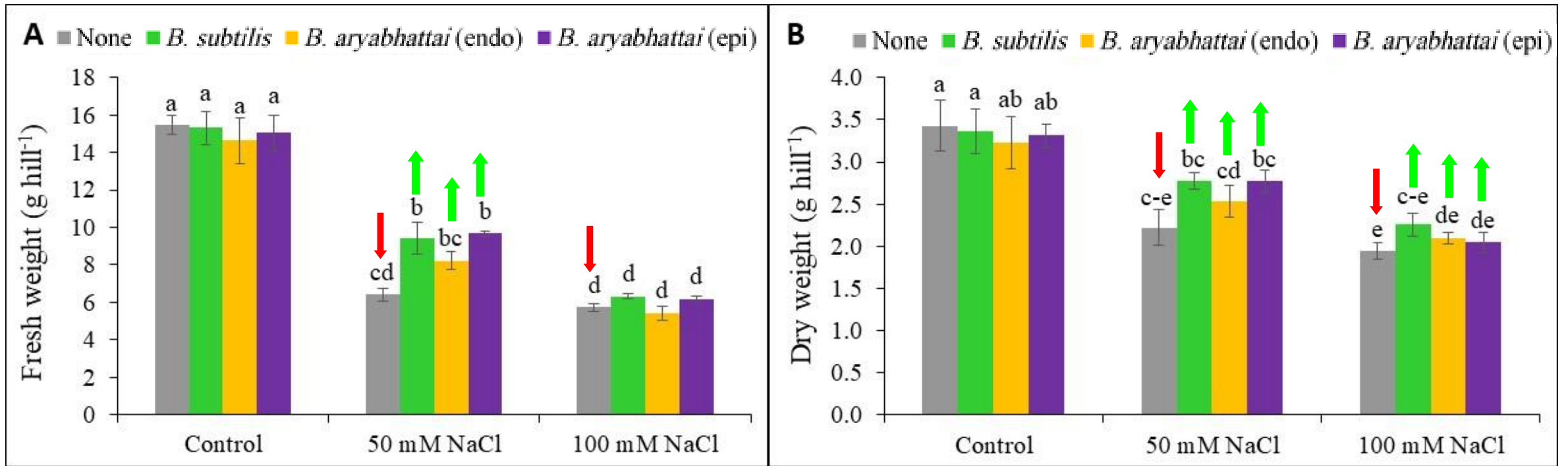
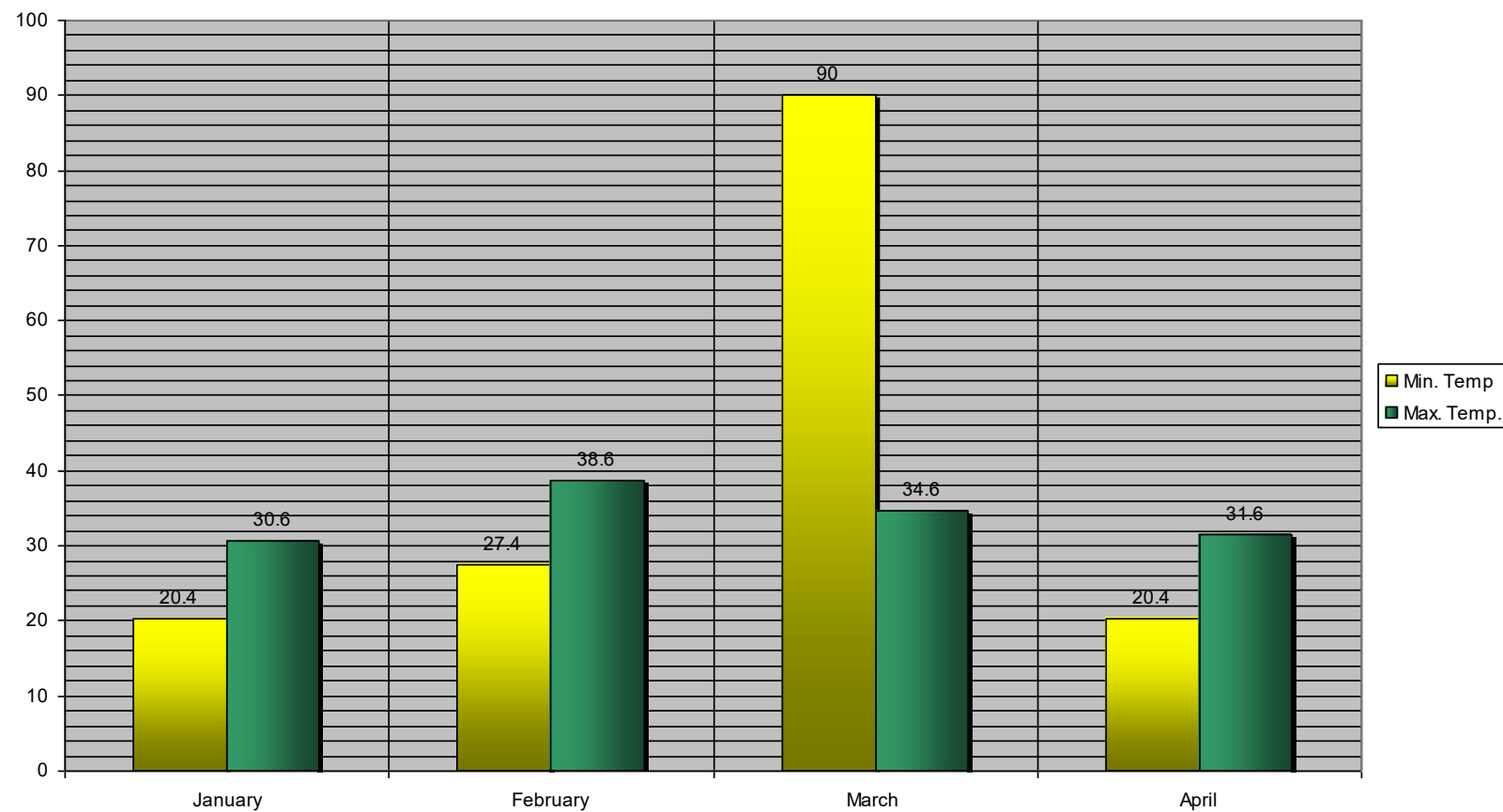


Figure 1. Variations in fresh weight (g hill⁻¹) (**A**) and dry weight (g hill⁻¹) (**B**) of rice (*Oryza sativa* L. cv BRRIdhan100) under varying levels of salt stress (50 mM, and 100 mM NaCl) with endophytic (*Bacillus subtilis*, *B. aryabhattai*) and epiphytic (*B. aryabhattai*) plant growth-promoting rhizobacteria treatments. Here, the results, presented as bars, depict means (\pm SD) from three independent experimental sets. The column values were tested for significance ($P \leq 0.05$) using Tukey's HSD test, and distinct letters on the bars denote significant differences between treatments.

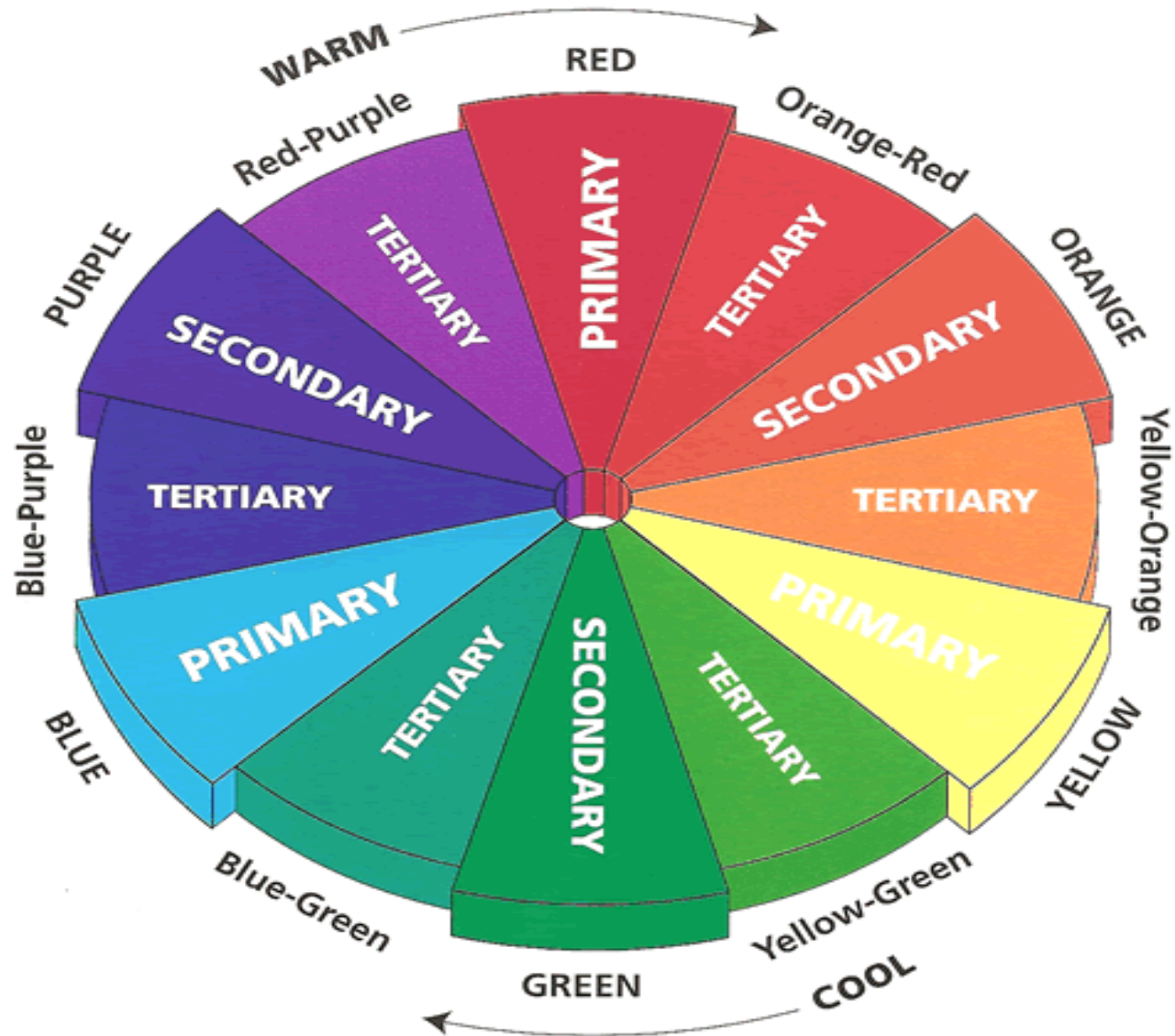
Graphs - Bad



Graphs - Bad

- Minor gridlines are unnecessary
- Font is too small
- Colors are illogical
- Title is missing
- Shading is distracting

Use color well



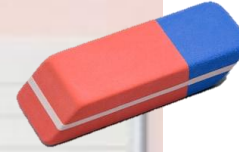
Take Care with Colors



Use of images



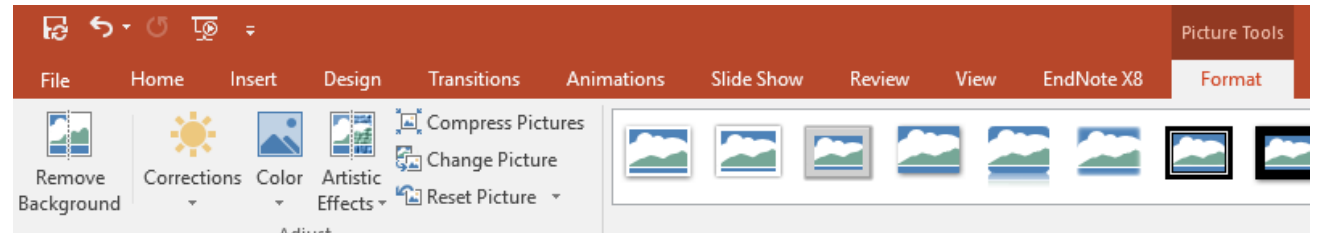
*Be creative
to capture
your
audience's
attention...*



Use of images

The 'Remove Background' function takes out the background from pictures and helps them to stand out on your slide. Notice how the sky has been removed from the image of this building.

Avoid putting text over an image as some people find this hard to read.



Find this function under Picture Tools
> Format > Remove Background



Centered graphics leave little room for text.

Balance



- More room for text
- Better balance
- Placing graphic on left leads your eye to the text

Image/Pictures

Use good quality of picture and of actual size and shape



Adding Sound

➤ Get the reader's attention with sound

- ✓ Make sure sound is appropriate
- ✓ [Use mouse over sounds for showing a highlight](#)
- ✓ Use sound sparingly



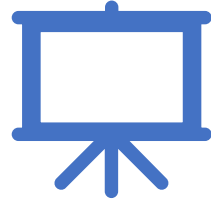
Using Animation

➤ Flying

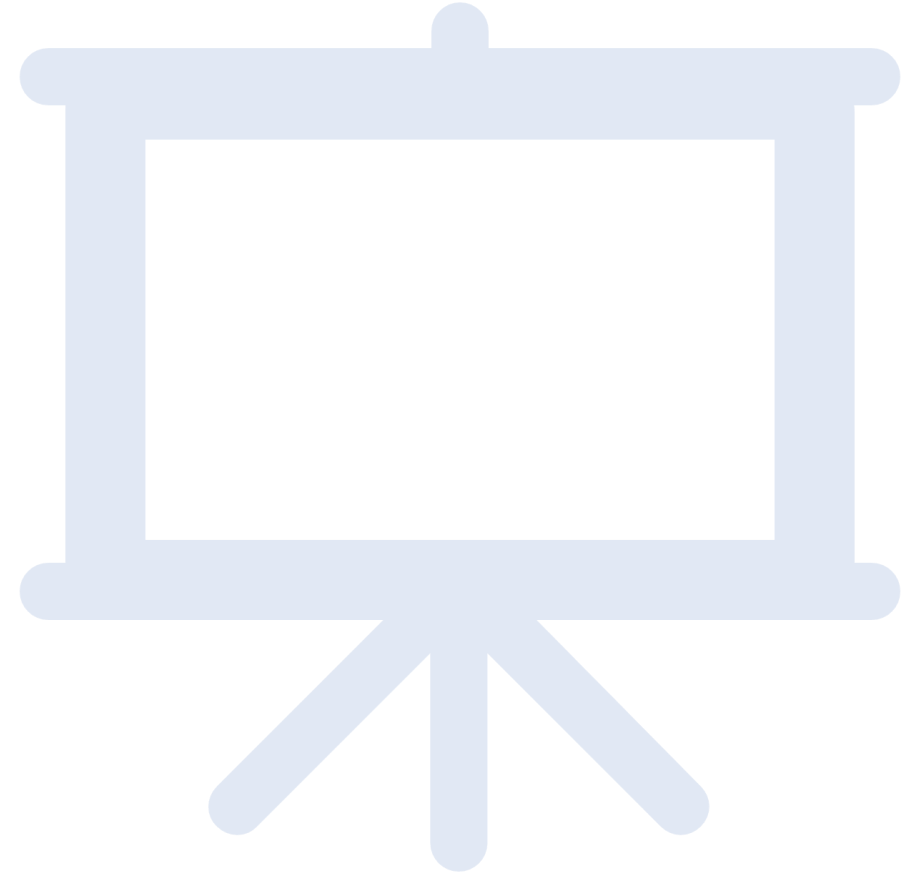
➤ Dissolve

➤ Blinds

Transition



- ⌚ Adding slide transition allows one slide to dissolve gracefully in to the next.
- ⌚ Limit the number of transition used. It is often better to use only one so the audience knows what to expect



Spelling and Grammar

- Proof your slides for:
 - spelling mistakes
 - the use of of repeated words
 - grammatical errors you might have make
- If English is not your first language, please have someone else check your presentation!

Conclusion

- Use a conclusion slide to:
 - Summarize the main points of your presentation
 - Suggest future avenues of research
- Use an effective and strong closing
 - **Your audience is likely to remember your last words**

References?

- To cite your sources within a PowerPoint presentation, you can **include your references or in-text citations on each slide.**
- You can (a) provide the references verbally, (b) provide a reference list slide at the end of your presentation with corresponding in-text citations, or (c) combine these.

Acknowledgment



Do remember to...

- Thank the audience for their attention

Thank you

Questions??

End your presentation with a simple question slide to:

- Invite your audience to ask questions
- Provide a visual aid during question period
- Avoid ending a presentation abruptly

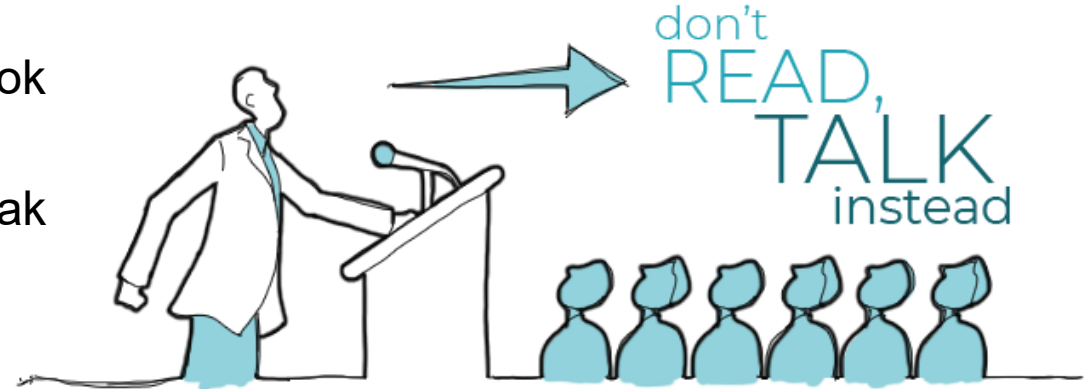
Stay on time



- If you plan a certain amount of time for your presentation, do not go over
- If there is no time limit, take less time rather than more to ensure that people stay engaged

Do not read the presentation

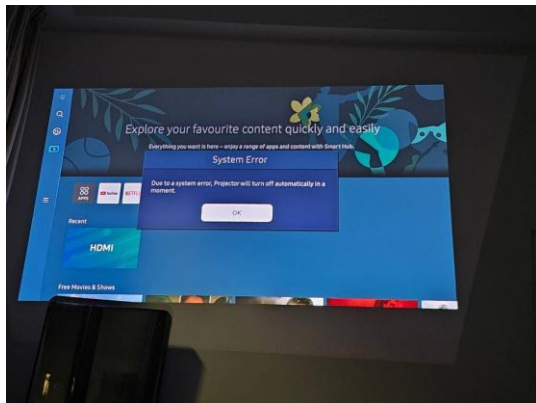
- A sure sign of an ineffective presenter is when he or she looks at the screen and reads off every last word up on the slides
- Loses eye contact with the audience
- You also don't want the audience to have to look at your backside all the time
- Practice the presentation so that you can speak from bullet points
- The text should be a cue for the presenter



Show up early and verify that your equipment works properly



- Make sure that all equipment is connected and running
- Verify that the projector's resolution is the same as the computer on which you created your presentation
- Arrange cable
- Check pointers



Have a Backup Plan

- Technology can fail when least expected
- Have a backup copy on a flash drive
- Don't assume that your presentation will work fine on another computer
- Don't assume the internet will be connected
- From a speaker point of view, it is also a good idea to be able to deliver your presentation without the slides just in case of projector failure

