

# A 10 Step Program for Great Tech Talks

TODO: everything here

## Introductions

### **Josh Berkus**

- TODO: Add Josh info

### **VM (Vicky) Brasseur**

- TODO: Add Vicky info

# Know Your Audience

## Some Criteria To Consider

- Technical level
- Human language
- Expected audience size
- Style expectations
- Culture
- Current events in the community

TODO: Everything here

# Know Your Audience

## How to learn this information...

- Ask the conference organizers
- Social media
- Define it yourself up front
  - Declare technical level, language, etc. & the audience will self-select

TODO: everything here

# Have An Idea

## The elevator pitch

- CFP

TODO: everything here

# Have An Idea

## Know your topic

- Something you know well (or will by the time you present)
- Something you care about
- Research!
- Develop the necessary examples (demos, apps, examples)

TODO: everything here

# Have An Idea

## Targeting the audience

- Refer to the "Know your audience" section

TODO: everything here

# Have An Idea

## Casual surveys

- Using social media to gather information
- Questions which can be answered
  - What does the audience want to hear?
  - What questions would the audience like answered?
  - What problems have the audience had?

TODO: everything here

# Have An Idea

## What will the audience learn?

- Take-aways must be specific and actionable
- What would you like the audience to be able to do by the end?

TODO: everything here

# Have An Idea

## Appropriate to timeslot

- Not all content is proper for every timeslot

TODO: everything here

# Have An Idea

Appropriate to timeslot

Four basic timeslots

- 5 minutes
- 20 minutes
- 40 minutes
- Tutorial

TODO: everything here

# Have An Idea

Appropriate to timeslot

- Have different versions for different timeslots

TODO: everything here

# Have An Idea

## Do Not

- Be a sock puppet
  - Have your own story. Tell your own story
- Present incomplete projects
- Bait & Switch
  - Always fulfill the promise of your proposal
- Sales & Marketing
  - Expo floor is for the pitch. Session floor is for the learning.

TODO: everything here

# Tell A Story

## Outlining

- Organize your thoughts before starting to write
- Hi-fi methods
  - Mind-mapping software
  - Kanban boards

TODO: everything here

# Tell A Story

## Outlining

- Lo-fi methods
  - Sticky notes
  - Note cards

TODO: everything here

# Tell A Story

## Seven basic presentation story types

- Catalog
- End-to-end
- Enlightenment
- Quest
- Theme & Variations
- Show & Tell
- Post mortem

TODO: everything here



# Tell A Story

## Storycraft

- stuff here

TODO: everything here

# Tell A Story

## Exercises

- Adapting presentation to match the audience
- Creating a topic sentence
- Selecting a story type

TODO: everything here

# Craft Your Presentation

## No slides

- Demo-only
- Web tour

TODO: everything here

# Craft Your Presentation

## Slide software

- The Big Four
- reveal.js and alternatives

TODO: everything here

# Craft Your Presentation

## Slides

- Colors
  - Light/dark, heraldry
  - Typefaces
  - Words per slide (one idea == one slide)
  - Slides per presentation
  - Animations/transitions
  - Think inside the box
  - Twitter/IRC/Slack contact on each slide

TODO: everything here  
TODO: Refactor this into multiple slides

# Craft Your Presentation

## Presenting code

- Colors
- Typefaces
- Lines of code per slide
- How to show a lot of code
  - Collapse/zoom
  - Terminal/text editor
  - Link rather than show

TODO: everything here

# Craft Your Presentation

## Special sections

- Table of contents
- About/intro
- Recap
- More information

TODO: everything here

# Craft Your Presentation

## Bonus section!

- Keep one in reserve
- Use if you have more time
- Easy to cut if running short on time
- Audience-specific

TODO: everything here

# Craft Your Presentation

## Accessory themes

- cats, pirates, racecars, etc.

TODO: everything here

# Craft Your Presentation

## You don't have to be a gigolo

- Work mandated slides

TODO: everything here TODO: change the subtitle of this slide

# Craft Your Presentation

This is NOT optional

- stuff here

TODO: everything here

# Craft Your Presentation

Avoids reading from your slides

- Even if you have a lot of speaker notes

TODO: everything here

# Craft Your Presentation

## How to practice

- To a mirror (or your pet)
- To your friends
- At a local meetup
- Record yourself!

TODO: everything here

# Craft Your Presentation

## Timing, pacing, and tools

- Allow extra time
- Write down section times
  - Practice each section separately to hit its time
- Use a timer
- Use a clicker

TODO: everything here

# Craft Your Presentation

## Editing

- stuff here

TODO: everything here

# Craft Your Presentation

## Flow

- Section and slide transitions (verbal and structural)

TODO: everything here



# Getting Ready To Speak

## Seven days before

- Confirm the schedule
- Check for opposing talks
- Confirm special equipment
- Double-check talk length and description

TODO: everything here

# Getting Ready To Speak

## One day before

- Double-check schedule
- Have a look at the room
- Test the projector
- Check out other equipment
- Prepare backup slides
- Do another run-through
- Get some sleep

TODO: everything here

# Getting Ready To Speak

## One hour before

- Finalize/confirm demos
- Shut down all other apps on presentation laptop
- Check clothes/hair

TODO: everything here

# Getting Ready To Speak

## Twenty minutes before

(Or session prior)

- Go to the bathroom
  - Double-check clothes, hair, teeth, fly
- Be in the presentation room

TODO: everything here

# Getting Ready To Speak

## Ten minutes before

- Turn off phone
  - Verify all apps are off/silenced
- Empty pockets
- Remove lanyard
- **Plug in machine**
- Verify internet (if needed)

TODO: everything here







