PRESENTATION GUIDELINES

For a successful presentation

1. **Laying the Groundwork: INTRODUCTION**

Introduce yourself and the subject.

Put your subject into a context that is clear for everyone to see.

Explain your objective.

Explain the breakdown of the body of the presentation.

Lay the ground rules (timing, interruptions, etc.).

1. **Delivering the Message: THE BODY of the presentation**

Deliver your different parts of the presentation

⇒ these parts should ultimately support your objective.

Methods for helping your audience continue to give your presentation:

Interaction with audience

Change voice (stress, intonation, volume)

Body position

Humor

Visuals and other stimuli

\* It is important to remember that **you are the center of the presentation, not your text, not your visuals.**

Don't disconnect from your audience by reading too much, either from your notes or from your visuals.

You need to show that you are very familiar with the content of your presentation and transmit that knowledge to those listening!

**3. CONCLUSION**

Signal the end is near.

Go over the main points connected to the objective. THEN

**Give your final arguments; personalize your conclusion.**

**THE CONCLUSION IS NOT A SUMMARY !!!**

Thank audience and invite questions.