

How to Present Tech

Managing Nerves

- Know your topic, be organised and PRACTICE!
- Focus on your material not the audience
- Try some breathing techniques such as [belly breathing](#) or the [4-7-8 technique](#)
- Ask the audience questions/to discuss. This takes the focus away from you and onto the subject at hand

Environment]

Online/Remote:

- Check tech ahead of time
- Ensure things like waiting rooms/screen sharing are enabled/diasabled depending on your preference and context
- Ensure invitations sent out in time to allow audience to get set up
- If using video/audio then be sure to test that this will work for your audience

In person

- Consider things like lighting, positioning of the audience, any potential accessibility barriers e.g. wheelchair accessibility, accessibility for those with sight and/or hearing impairments
- Get set up in advance
- Be wary of connectivity issues if using a projector etc.
- Consider text size on slides - can those at the back still read/see what is on the slides?

Content

- What do your audience want to hear/know?

- What do you want them to hear/know?
- Use storytelling methods
 - https://www.ted.com/talks/josh_campbell_seven_keys_to_good_storytelling
- ABC: Audience, Basis, Content
- Use visuals and music to engage your audience
- Most of the information should come from you, not your slides!
- DO NOT read off the slides

Body Language

- Equally as important in remote and in-person settings
- Smile
- Open and upright posture
- According to several studies of body language, open palms and eyebrow flashes are found to be welcoming signals given by speakers

Practise makes perfect! The more you practise presenting the more comfortable you will be with communicating and with your topic.