Tips for Making Group Presentations

◆ Find out about your audience. Who are they? What ages? What is their interest in your topic? How many will be attending?

◆ How much time will you have to speak?

◆ Are there other speakers? What will they talk about?

◆ How will the audience be seated? Theatre style, chairs in circles, rows, etc.

◆ Where will you be placed in relationship to the audience?

◆ What audiovisual and amplification equipment is available? What will you need to bring?

◆ Arrive early to be sure everything is set up and equipment works properly.

◆ Prepare a personal introduction for sponsors or to use yourself at the beginning of your presentation. Introductions should be short and related to why you have been invited to speak.

◆ Prepare any handouts needed and be sure there are enough for everyone. Unless you need your audience to refer to written materials during your presentation, hand them out at the very end of your talk. People like handouts, but only distribute information that you think will be used or needed. Ask if you can place supplemental materials on a table in the back.

◆ Be sure everyone can see and hear you. Check to make sure visual aids can be viewed by everyone in the room. Visual aids are ineffective if the type size or graphics are too small for the audience to see past the front rows. Models and tools are good visual aids, but be sure everyone has a chance to view them during the presentation or after your talk.

◆ Stick to your outline and respect your time limit.

◆ Have a question-and- answer session if time allows. Repeat audience questions before answering them if acoustics are a problem or amplification needed. If there are not time for questions, tell audience members how they can contact you if they have questions. Bring lots of business cards.

◆ Thank the audience and sponsors for their time and attention.