



PRESENTATION BEST PRACTICES

1. Be Prepared & Organized

- **By knowing your material and content in detail.** Highlight on key points that will draw in your audience.
- **Practice and rehearse:** Practice your speech at your school with your Chapter Members, in your classrooms, at home or where you can be at ease and comfortable, in front of a mirror, your family, friends or colleagues. Use a Video Camera or Tape Recorder to Record your Presentation and review to evaluate your own presentation.
- **Don't read, talk!** Your main goal should be to keep your listeners interested and focused. Nothing is more boring than listening to someone read to you what you can read yourself. If using PowerPoint, print out your slides or utilize note cards to focus on your presentation to avoid reading scripted material or ready from the PowerPoint itself, which also helps make great eye contact with your audience. Remember to face the crowd, not your screen.
- **Don't try and impress a crowd** with jargon or speak above the crowd in which the audience will not understand. When you're speaking in a language that doesn't compute, the audience will tune you out. The audience may also see you trying too hard to impress and you may come across as false or insincere.

2. Keep your Presentation in the time permitted

- **Time:** At the American Indian Business Leaders Conference, rule of thumb is to have your presentation in the allotted time of 15 minutes for Business Plan and 12 minutes for Chapter Competition. Be sure you stay within that time allotted period.
- **Questions and Answers:** Allow your audience time for Questions at the end of your presentation. Again, this is important to know your material ahead of time. At the end of each Presentation there will be a few minutes for questions and answers, so be sure you check with the Presentation Guidelines.

3. PowerPoint Usage

- **Use good slide design.** Use standard fonts. Use different size fonts for main points and secondary points. Limit number of fonts, size of fonts and color of fonts to 3 per presentation. Capitalize only when necessary. Proofread your slides. Limit use of animation.
- **Only take 1-2 minutes per slide.** The longer the presentation, you'll lose the interest of your audience, if you have more to say, break the slide up into more than one slide.
- **Update your slides for each presentation.** Don't use the same slides again and again. In the world of visual aids, fresh is good.
- **Use light colors on a dark background and vice-versa.** This seems obvious but it's important to keep in mind. The easiest combinations to read are white or yellow bold text on a dark background.

4. Relax & Smile

- **Move:** Don't hide behind the podium. Presentations can be scary, but the audience won't eat you alive. This doesn't mean you should pace furiously from one end of the stage to the other, but a little movement such as hand gestures will help keep your audience awake.
- **Smile!** When audience members see a genuine and sincere smile, it makes them want to smile too. What could be better than looking out on an audience of happy, smiling people?



PRESENTATION No No's

1. Eliminate inappropriate Noise & Behavior

- **Cell phones:** Nothing is more annoying than a cell phone going off during a presentation, so turn those cell phones off!!
- **Behavior:** Don't realize in a middle of presentation that your eye contacts need re-wetting or that you need to fix your hair. Be prepared prior to your presentation. If you know that these impositions might arise during your presentation, have another member of your team do the presentation.
- **Poise:** Don't slump during your presentation or put your hands in your pockets. Your there to present, use your hands to help make the delivery.
- **Don't wear inappropriate attire!** This includes mini-skirts, sunglasses, ripped jeans, spaghetti straps, undershirts, clothing that promote drug or alcohol, sexual content or profanity. If you have question with this, please consult with your advisor. You're at the conference giving your best presentation, so appropriate attire should be adorned.
- **Don't chew gum or eat during presentation:** Nothing is worse or distracting than having someone garbling through their presentation with a mouthful of gum. Keep the gum for after the presentation for a little kudos I got through this lift me up.

2. Speaking too quickly.

- It's natural to speed up when feeling nervous. But when you speak at record speeds, not only is it difficult for the audience to understand what you're saying, but it's a dead giveaway that you're sweating bullets.

Reminder: Each AIBL Chapter will have time to practice their Presentations from 8:00 a.m. – 9:30 a.m. each day during the Conference prior to their actual Presentation.

Help & More Tips: Below are some websites for you and your advisors to find more information on giving presentations.

- <http://www.osha.gov/doc/outreachtraining/htmlfiles/traintec.html>
- <http://www.nwlink.com/~donclark/leader/leadpres.html#voice>
- <http://lorien.ncl.ac.uk/ming/dept/Tips/present/comms.htm>
- <http://www.edwd.info/eN/MCC%20Article%20Fall%202006.pdf>
- http://www.garreynolds.com/Presentation/pdf/presentation_tips.pdf
- <http://presentationskillhelp.com>

Remember to have fun and enjoy yourself. This is a learning tool for your future. We look forward to having you and your school chapters compete at the 15th Anniversary of the American Indian Business Leaders. Let's make this a year to remember!

The American Indian Business Leaders National Office