



How to Give an Effective PI AB Presentation

A decorative graphic on the left side of the slide, consisting of a vertical black line intersecting a horizontal black line. To the left of the vertical line are three overlapping rectangular shapes: a blue one at the top, a red one in the middle, and a yellow one at the bottom.

Association of Personal Computer Users
Group 2007 Conference

Bill James

Presenter



Effective PI AB Presentation

- Interact with the audience
 - Eye contact
 - Ask the group a few questions
 - Humor



Effective PI AB Presentation

- Program Features
 - Don't show every feature
 - Does it accomplish something quicker than the software they are using
 - Explain exactly what the features accomplish



Effective PI AB Presentation

- Simple is Good
 - Don't show every detail
 - Demo is not a tutorial
 - Cluttered slides don't work

A decorative graphic on the left side of the slide consists of overlapping colored squares (yellow, red, blue) and a black crosshair.

Effective PI AB Presentation

- Don't start just with talk
 - PowerPoint presentation?
Start with your hands on the keyboard or the mouse.
 - Make something happen while you are talking



Effective PI AB Presentation

- Make it personal
 - Use user group info in any documents you show



Effective PI AB Presentation

- Prepare materials beforehand
 - Arrive early to make sure equipment is working properly
 - Have a Back-up Plan
 - Don't key in documents while presenting

Effective PI AB Presentation

- Script
 - Do you want to answer questions during the presentation?
 - Or after the presentation?
 - ALWAYS re-state question



Effective PI AB Presentation

- Script
 - Cheat Sheet
 - Large font / large mouse pointer
 - Key strokes / mouse clicks with script under commands

A decorative graphic on the left side of the slide consists of overlapping colored squares (yellow, red, blue) and a black crosshair.

Effective PI AB Presentation

- Practice – Practice - Practice
 - Videotape
 - Friends / family
 - Small 'friendly' group of club members

Effective PI AB Presentation

- The Meeting
 - Introduce yourself, don't start out with an apology (i.e. You have to forgive me, I've not done this before)
 - If you a mistake, correct and move on
 - After the meeting, ask for feedback from a fellow member
 - Vocal / Paper?



Effective PI AB Presentation

- Testimonials'?
- ENJOY!!!!!!