



## **Live on-stage presentations**

### Before the event

Leading up to my presentation, these are the things that will help me prepare, and also adapt my message for the audience:

- Contact details for the AV or tech team so my team and I can check in with them close to the event
- An agenda for the overall event - I love to connect my presentation with the overall theme and with what other speakers will be presenting
- Some demographic details about the makeup of the audience - ages, genders, backgrounds, roles, etc.
- Any specific issues, insights, etc that I need to be aware of or that I can use to make the presentation relevant to the audience

### On the day

I like to move around the stage and engage with the audience, so I won't need a lectern. If there is already one there for the MC or other speakers, that's fine.

A lapel microphone is my preferred option - it leaves me hands free and I tend to talk with my hands! I use Powerpoint, often with embedded video and audio. Please ensure the AV can support this.

I also use Slido for some audience interaction, polls and feedback, so I'll need a WIFI log-in please.

If possible, please allocate a few people to ushering delegates into the front rows.

**Virtual presentations**

I prefer using Zoom (it's the platform I know my way around best) but am happy to adapt if that option isn't available. Whichever platform is used, I will need to be either the host or co-host so that I can access all the functions I need (screen sharing, etc).

Depending on the number of delegates, I may have one of my team online to deal with chat and to support the presentation - please ensure they have the necessary permissions.

I'll be using PowerPoint, usually with some integrated video, audio and polling.

**Hybrid events**

If you have most of the audience attending live, with some online, I like to have someone monitoring the online cohort to ensure we see their comments and questions. In some cases, that could be a member of my team, but it could also be the MC or someone from the organising committee.