Preparing for Your Live Presentation

Creating your PowerPoint presentation is only part of what you'll need to make an effective presentation. It is important to prepare ahead of time for your presentation. Not only do you need to prepare the presentation itself, but, you should make sure all the hardware and software you'll need to make the presentation is ready, too. Here is a checklist of some items to check.

1. Display device--consider the device you will use to display your presentation. It might be a projector, monitor, or large-screen TV. It is important to **TEST** the display and be sure you can see you presentation from the back of the room. You may need to choose a bigger font size and/or other design changes in your presentation.
   Options for Displays:
   - onsite --if you use the display device at the venue where you are presenting, be sure you know how to use it and know how to connect to it, if you are bringing your own computer. You might need a special cable to connect your computer to the device, for example. Check ahead of time and do not presume it will work.
   - bring your own --you might consider bringing your own projection device or TV. Low-end projectors start around $200; and you can find large TVs relatively cheap these days. Be sure the display is big enough and bright enough for your venue (check from the back of the room).
   - Watch lighting….the time of day can impact the quality and visibility of the display. For example, if you are presenting at 6 PM, when the sun is streaming through the window, it might wash out the picture projected on the screen. See if you can dim the room sufficiently and plan accordingly.
2. Computer
   a. bring your own computer or laptop
      - will need something to connect it to projector or large screen tv
      - if you need internet access, check to be sure how to obtain it onsite
   b. use a computer at the presentation site
      - be sure computer connects and works properly
      - be sure you have access to logon to the computer
      - be sure it has PowerPoint on it --consider saving your presentation as a PDF also in case the computer does not have PowerPoint
      - be sure you can get your PowerPoint presentation on the computer
         1. email it to yourself (requires Internet access)
         2. use Google Drive. OneDrive. or a similar service for online storage (requires Internet access)
         3. flash drive
3. Audio—Make arrangements for sound, if necessary. Will you need a mic and amplification? If your presentation has sound, be sure the computer has a sufficient speaker or is set up to tie into sound system.