

The following is Presented as Suggestions for the BECC Conference

For more information or help contact:

Cara Lee Mahany Braithwait at samb@caenergy.com
or by calling 608-216-7164

How long?

- 15 minutes for presentation, 5 for questions...more on this in a few slides



In the Room

- There will be a table for four
 - Two table mics for questions
 - One podium and podium mic
 - One computer
 - Data projector, screen, pointer and wireless mic
 - Speaker Timer
-

In the Room

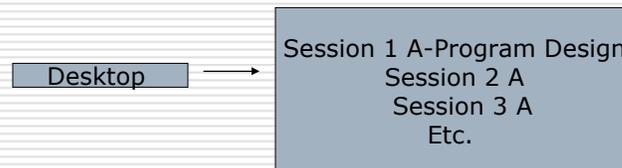
- You will be asked to sign a sheet that allows us to post your slides and to audio & video record the session for posting on the website. You can decline.
-

In the Room

- ❑ There is a room manager in addition to your session moderator. The room manager will explain how the time clock works.
 - ❑ If you need lights dimmed, the room manager can do it.
 - ❑ Your moderator and room manager are there to help you stay on target
-

On the Desktop

- ❑ You should have a file folder with your session's name/number on it
- ❑ Save your presentation in that file folder
- ❑ Run through quickly to make sure it is not family photos



Tips For Creating Your 15-Minute Presentation

Use the tips in this set of slides and your work should look more:

- Professional
- Useful
- Credible
- Interesting

And, you will be in control of your room and your presentation

How to OPEN

- You have 120 seconds to capture attention
- Why should they listen (what is in it for them)
- Why the work is important
- What you want them to remember



Unlike jokes

- ❑ Don't wait till the end of your talk for the punch line—tell it now!

Perfect Bread



And...



No
Radiation
Poisoning

Talk Outline—First 3 Slides

- ❑ 1 title slide (with your name etc)
- ❑ 1 opening slide-why people should listen
- ❑ 1 punch line (not a joke)-what you want remembered

All three of these should take less than
120 seconds



Content—12 minutes, 4-5 slides

Describe the need for the work, what was the problem (for example)

■ What did you:

- Do
- Find
- Learn

■ How might others use this



Closing-Keep it Simple 1 Slide 45 seconds....

1. In Closing...watch the heads pop-up.

2. Why they should come and introduce themselves and get your card

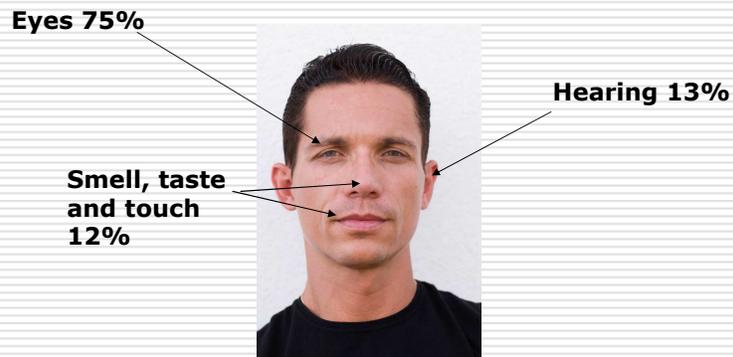


3. The "big" point!

Tips on Opening

- ❑ Ask a provocative question
 - ❑ Note something relevant that has just happened in the news
 - ❑ Use an appropriate quote
 - ❑ Do not try opening with a joke unless you are really sure of the joke
 - ❑ Cite a startling, interesting fact that relates to your work
-

This is how we take in information



Use both words and pictures

- Words and pictures are 6 times more powerful when used together



← Homer

- Homer “The mind is more slowly stirred by the ear than the eye”
-

However—6 Deadly Sins

- “I know you cannot read this”
- Too many words on a slide
- Too many slides for your time slot



6 Deadly Sins

- Dark or busy backgrounds
- Pictures that do not tell a story



Guaranteed Death to the Audience

- Do not, under any circumstances, **READ** your slide to the audience



Word Slides

- Use bullet points, not sentences
 - Keep concepts simple
 - No more than three curves (lines) on a graph
 - Use color, at least two, but not more than three (it's not the 60's any longer)
 - One key point per slide
 - Translate numbers into pie charts or bar charts (these are, believe it or not "Pictures" that tell a story!
-

Watch Your Digits!

- Examples:
 - 1.2583 ==> 1.3
 - \$29.83 ==> \$30
 - 4356 kWh ==> 4400 kWh
- Why? Because the eye spends as much time on the 5th digit as the first, even though it's only 1/10,000 as important!
-

Non-verbal tips

- Charlie Chaplin was a great comedian, and he never spoke a word.
 - Think about your body language—do you believe your own work?
-

Non-verbal

- Remember to smile
 - Look at the audience
 - Pauses are ok, particularly if you want to regain attention
 - Be excited as fits your personality and show conviction
 - And have fun!
-