

10

Things You Should Check Before Your Conference Presentation



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HOW TO DELIVER A GREAT, STRESS-FREE CONFERENCE PRESENTATION

Scene Change is looking after the technology for your presentation. We're keen to make it as smooth and successful as possible for you. The best way to deliver a great presentation is to allow time to relax, review and generally get in the zone in the half hour before you go on.

The last thing you want is to spend that time working with techs to sort out compatibility issues.

So we'd really appreciate you taking a few moments to go through this checklist. Here are the Top 10 Presentation Freakout Situations that can be avoided with a little planning. It'll make all the difference to your experience on the day.

MY FONTS HAVE CHANGED! MY FONTS HAVE CHANGED! MY FONTS HAVE CHANGED! 1

MY FONTS HAVE CHANGED!

PowerPoint and other presentation software don't save the fonts in the show file. So the show that looks tres-designer chic on your own computer is full of ugly generic fonts when you get to the venue.

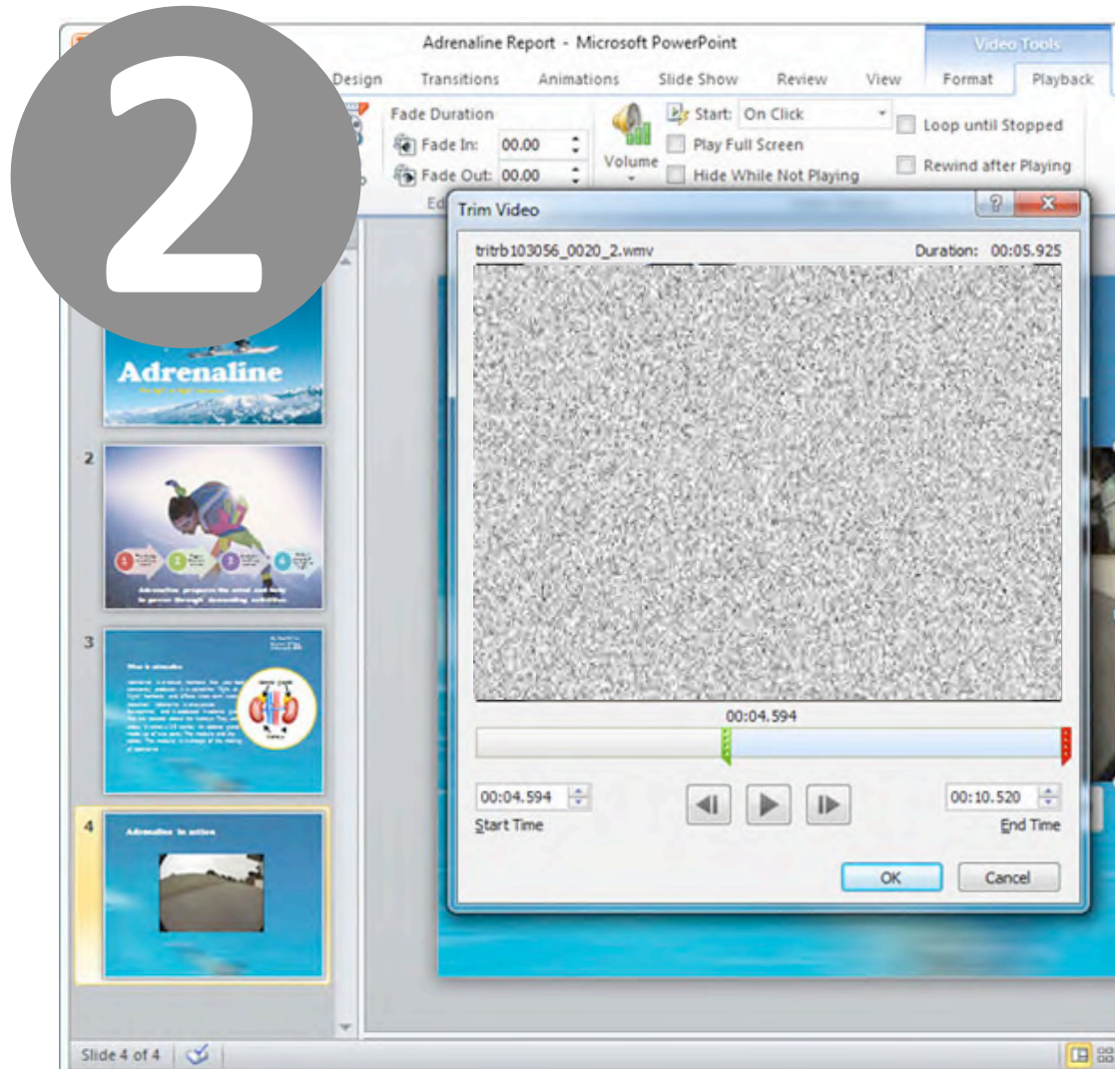
The safest option is to use a standard, trusty font that you know will be on every machine, like Arial or Calibri. If you have a specific corporate font that you simply have to use, copy the fonts files from your Fonts folder and bring them on a USB stick. Get there early to make sure it works.

Some font enthusiasts present using PDF files in full-screen mode, as the fonts are safely embedded in the files.

MY FONTS HAVE CHANGED!
MY FONTS HAVE CHANGED!
MY FONTS HAVE CHANGED!
HAVE CHANGED!

WHERE DID MY VIDEO GO?

Like fonts, your video and audio inserts may not be embedded in the PPT file. In older versions of PPT (all pre-2010 versions) they're simply linked from elsewhere in your computer. So the safest thing is to create a show folder that holds your PPT files plus all the video and audio files. Bring the whole folder with you. The safest video file format is .wmv for its PPT compatibility.



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CAN I USE A MAC?

If you're the only presenter in the session, yes, but bring a VGA or DVI adaptor (pictures below) with you and allow a bit of extra vision tweaking time. If the event doesn't allow individual presenters to bring computers, your Mac PPT files will be compatible with the show computers.

Unfortunately Keynote files won't be, so you should 'Save As' to PPT format. There may be some minor graphic layout changes when you do this so please check your final files carefully.

VGA ADAPTOR



DVI ADAPTOR





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4. WHY CAN'T I USE MY OWN COMPUTER?

We discuss this issue well in advance of events with the conference manager to work out if it's logistically possible for presenters to use their own machine.

For larger events, there's simply no time between sessions to swap computers around, test them and optimize the images. Running a network of shared show computers is the only way to make sure the program runs to schedule.



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HOW LONG BEFORE MY PRESENTATION SHOULD I ARRIVE?

If you're a delegate at the conference, checking in with the speaker prep crew the day before your speech is advisable. At the very latest, if you're not staying at the venue, you'll need to arrive at the start of the break before your presentation.

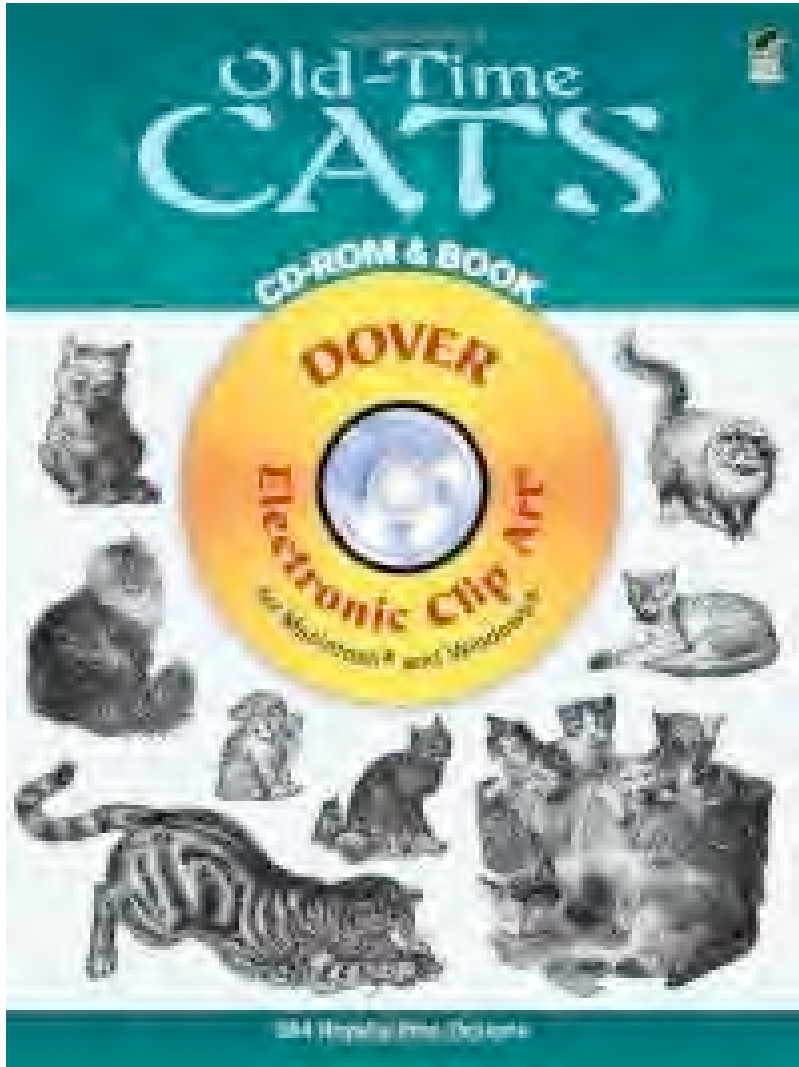
If you arrive during the session, we'll be busy operating other people's presentations, so we won't be able to give you the attention you need.

WHY CAN'T I RUN OFF MY LAPTOP BATTERY?

Batteries will always work on your desk for low-pressure activities like email or cat videos. But on stage in front of an expectant audience, they'll get you every time. You'll have 30 minutes of speech left, and the battery meter will casually alert you that there's 10 minutes of power left. So you go into a countdown freakout like James Bond defusing a bomb, and that will affect your public speaking skills. So please, bring that power adaptor.



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SHOULD I BRING MY MATERIAL ON CD OR USB?

USB stick please, they're much faster, and less prone to scratches and authoring errors. Use name brand USB sticks like Sandisk, Toshiba or Lexar, the generic free giveaway ones can be unreliable.

CAN I USE MY iPad ON STAGE?

iPads are a complex issue in the stage presentation environment. Because they are under the spell of personal Apple accounts, they can stop sending a signal to the big screen with little provocation. Like working perfectly throughout the rehearsal, presenter shuts it and takes a break, then opens it for the audience and there's NO VISION OMG. We advise presenters not to use any brand of pad unless they are demonstrating a specific pad application



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ACCESS DENIED



**TYPE YOUR PASSWORD
TO UNLOCK THE SCREEN**

WHAT ABOUT

SCREEN SAVERS AND SECURITY AUTO-LOCKS?

Good point. Corporate IT departments like to load laptops with these potent presentation killers. If you can't disable the security autolock, please consider renting a laptop for the presentation.

As techs, we sometimes find ourselves with the presenter's computer, at the operation desk, going into lockdown mode with the speaker on stage.

So they have to shout the password out across the audience, which kinda defeats the purpose of the security. Also beware of Citrix-style systems with all the programs and files on the Cloud.

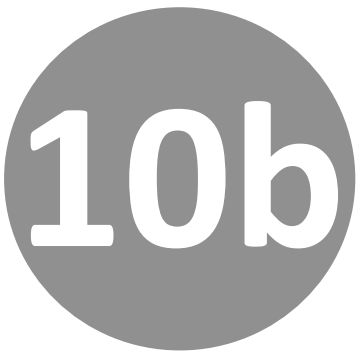
If you lose internet access, you have precisely zero presentation material and then it's tap-dancin' time. Trust us, tap-dancin' is to be avoided.

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OK, SO WHAT ELSE MIGHT POP UP AND CREATE
**THE MOST EMBARRASSING
MOMENT OF MY ENTIRE LIFE?**



Well, the only limit is your imagination, but unclosed web browser windows, instant messaging popups, calendar reminders and Facebook chat are popular for creating serious, career-limiting awkwardness when shared with the whole room. **Shut every application down except the ones you're using.**



PLEASE TELL ME IT'S NOT GOING TO BE EMBARRASSING

It's going to be just fine. The fact that you've read this far means you're the sort of well-prepared presenter we love working with. If you have any specific questions, please call your local Scene Change office and we'll be delighted to help.

GET HELP!

Adelaide	08 8313 6071
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