Great Presentations

3 Important Steps:

Plan:
- Know your audience
- Know your message
- Decide your method of delivery
- Create an outline
- Visualize your presentation

Prepare:
- Visuals
  - What visuals will you use? (PowerPoint, Poster, etc.)
- Handouts
  - Should you use a handout?
  - Complementary info
  - Hands-on/Practice
- Yourself
  - Arrive early, rested and fed
  - Bring water and/or cough drops
  - Dress comfortably but appropriately

Practice:
- Content
  - Rehearsal enhances memory
- Length
  - Time yourself
- Delivery
  - In front of a mirror or a friend