

## **INFORMATION FOR PROGRAM PRESENTERS**

### ***MICROPHONES, LAPTOPS, PROJECTORS, INTERNET, AUDIO/SOUND & LIGHTING***

#### **MICROPHONES**

- MICS must be held **close to the mouth** (within 1" of your lips-use your thumb as a guide)
- During Q/A Period:
  - A member will hand MIC to person asking question
  - Please do not call on people who do not have a microphone
  - If a member does not use the microphone, you should repeat the question

#### **ROTARY DOES NOT PROVIDE A LAPTOP COMPUTER!**

- Laptops control presentation- not the projector!

#### **ROTARY PROVIDES EPSON EX3220 PROJECTOR (Manual available)**

- 3000 Lumens Bulb
- Projector accepts Thumb/Flash-Drive/Memory Stick
- Projector has inputs for VGA, USB, HDMI
- Projector bulb can be muted prior to presentation
- Projector has Pointer

#### **PROJECTOR SCREEN- Flamingo provides a screen (9' or 108" wide)**

- **Flamingo website displays room dimensions;** <http://www.flamingoresort.com/>
- Distance from screen to audience- 29' to 37'
- TIP: Power Point should display text with a minimum 24-point size (recommend 28 or 32) with 36 to 44 point size for Titles

#### **INTERNET CONNECTION- Yes**

#### **AUDIO CONNECTION- available**

#### **LIGHTING**

- If special lighting adjustment are preferred, please inform Jack Geary in advance
- Due to safety concerns, lights cannot be fully turned off- only dimmed

**Speakers should always test audio/visual/projector/MIC prior to presentation**

## **TIPS FOR A SUCCESSFUL PRESENTATION**

### **BE AWARE OF YOUR AUDIENCE AND ENVIRONMENT**

- The Flamingo meeting room is large, with high ceilings and sound quieting wall drapes
- Many Rotarians, regardless of age, may have diminished hearing acuity
- Room size and layout makes it difficult to see speakers on the floor instead of on stage
- All together - these features can challenge the effectiveness of your presentation
- Keep these distractions in mind when planning and giving your presentation
- Speakers should consult with Program Chair or Sgt. at Arms for assistance

### **POWER POINT GUIDELINES**

From: Dave Paradi, "102 Tips to Communicate More Effectively Using PowerPoint" and "The Visual Slide Revolution"

### **KEEP YOUR AUDIENCE ENGAGED**

- When deciding on the font size, make sure it is large enough for the audience to read it
- Any font size less than **24 point** is too small;
- Use *28 or 32 point size -- with titles use 36 to 44 point size.* -[use the Font Size chart here](#)
- Audiences can be frustrated with presenters who overload their slides with information, and especially with presenters who read the slides to the audience
- Here are the top five annoyances, along with the percentage of respondents that selected them as one of their top three:
  1. The speaker read the slides to us – 73.8%
  2. Full sentences instead of bullet points – 51.6%
  3. The text was so small I couldn't read it – 48.1%
  4. Slides hard to see because of color choice – 34.0%
  5. Overly complex diagrams or charts – 26.0%

### **BE PREPARED**

- Do not read the slides (see #1 audience complaint, above)
- Be familiar with their equipment, presentation
- Rehearse and make the presentation your own, even if prepared by someone else
- Speakers are responsible for lighting and sound (audio)