

# Present Like A **BOSS**

## I. Presentation Style

- A. Outline
- B. Script
- C. Interactive Round Table Discussion
- D. Hands-On Workshop

## II. Stage Presence

- A. Rehearse, Rehearse, Rehearse
- B. Find a speaker you like and emulate their style.
- C. Record your rehearsal and watch / listen to it repeatedly.

## III. Wardrobe

- A. Moderate your personal style.
- B. Lean in the direction of your audience's style.
- C. Interactive Round Table Discussion
- D. Hands-On Workshop

## IV. Technology – Questions To Ask The Conference

1. Will there be a projector?
2. What aspect ratio is the screen in? Do I need to build my slides in 4:3 or 16:9?
3. Are there any conference logos or graphics that I should or can use in my slideshow?
4. Can I use my own laptop or will a laptop be provided to me? Mac or PC? Will I be able to access the laptop from the stage or will there be a graphics operator in the back running my deck for me?
5. What about outputs? I have a VGA / HDMI / Mac display port, do I need to bring an adaptor or dongle, or do you have one for me?
6. Will I have an audio feed from my source?
7. Is there an engineer who can manage multiple sources for me if I bring my audio or video on a separate source? Should that source be a CD, a DVD, or a flash drive?
8. What if all I have is a video or audio on disc and no slideshow at all?
9. Is there reliable internet in the room and will I have to pay to access it?
10. Will I be mic'd up? Will it be a lav, a handheld, or a podium mic?
11. Can I arrive early and do a run-through or test? When?
12. Will there be a raised stage or will I / can I present from the floor?
13. Will my talk be recorded? Can I get a copy of the recording? Do I need to provide a DVD or a flash drive for that copy? How big does it need to be?
14. Will there be a flipchart or whiteboard that I can use?
15. Are there accommodations for my disability / special needs? Are there accommodations for attendees that I can make in my presentation?

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## References & Further Reading:

- Cultural Cognition Project – research website on how people learn and interact with others  
[www.culturalcognition.net](http://www.culturalcognition.net)
- How To Dress For Credibility  
[www.PolyMediaAssociation.com/trainingdress](http://www.PolyMediaAssociation.com/trainingdress)
- Public Words – website with how-to public speaking resources and articles  
<http://publicwords.com/>
- Communication Matters – executive speech coach  
<http://christopherwitt.com>
- How To Memorize A Speech  
<https://blog.udemy.com/how-to-memorize-a-speech/>
- How To Hide Sweat Stains  
<http://www.wikihow.com/Hide-Sweat-Stain>
- Keynote For Beginners  
<http://www.macforbeginners.com/mac-apps/keynote-basics/>
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- Baylor Copyright – Using Copyrighted Material  
<http://www.baylor.edu/copyright/index.php?id=56543>
- How A Google Image Search Made Me A World Famous Moron – a writer’s copyrighted image goes “viral”  
<http://www.cracked.com/blog/how-google-image-search-made-me-world-famous-moron/>
- Public Domain Prelinger Archives  
<http://www.archive.org/details/prelinger/>
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