

TIPS for PRESENTERS

Money In Politics (MIP) PowerPoint

The MIP PowerPoint presentation will take approximately 40 to 45 minutes.

Make a hard copy of the slides and script.

Review the slides alone then review again comparing each slide with its specific script.

Make notes of any slides or parts of the script that you have any questions about.

If you have questions about the PowerPoint content email your concern to **MIPSTUDYCHAIR@lww.org**.

Practice the presentation until you are comfortable with the slides and script. We suggest four times.

Insure that presentation room is equipped for a PowerPoint presentation. You will need a LCD projector, screen and laptop to connect to the projector.

PCs can connect directly.

MAC users will need to bring the appropriate adaptor to hook to the projector cord.

MAC users may want to use the PDF version of the PowerPoint and will have to print out a hard copy of the script.

Everyone understands that technology malfunctions from time to time. One tip is to simply continue with your presentation as planned and just articulate what your media clips would have portrayed.

If you are new to leading a presentation, just remember:

Be prepared

Relax

Speak slowly

Breathe

and

Be sure to have a glass of water nearby.

