

PRESENTATION TIPS AND TRICKS

Below you will find some tips and tricks to presenting the material found in the Youth Ambassador Toolkit. You will find tips to engaging your audience, handling question periods, and navigating difficult situations.

You can use this as a guide when you are preparing to present to different young audiences!

PRESENTATION TIPS

You have a personality—show it! Embrace your unique traits. Whether you are goofy, good at impressions, energetic, or have a calming presence, let your personality shine through.

Be able to adapt and improvise when needed. No one is perfect, so be prepared to handle unexpected moments with ease.

Speak more slowly than your natural speed. Practice difficult words until they flow smoothly.

Use a range of tones and volumes to keep your audience engaged. Alternate between loud and low, excited and serious, soft and dramatic.

Avoid reading directly from the slides and use the slides as a reference. Look at the slide for cues and then speak directly to your audience, maintaining **eye contact**.

Prevent issues by arriving early and checking all technical aspects of your presentation, such as the screen display and audio.

Spend time explaining important text and images on your slides.

Use verbal transitions. Smoothly transition between topics with expressions like “Next, we will look at...” or “Now, let’s move on to...”

Practice extensively. Repeated practice improves delivery and confidence. Practice in front of a mirror, with others, or even record yourself.



ENGAGEMENT TECHNIQUES

Stand tall, keep your shoulders back, and exude confidence. This captivates your audience and reinforces your message. Maintain eye contact to build trust and show engagement.

Use purposeful gestures to emphasize points and move around the stage to keep the energy dynamic.

Incorporate relatable anecdotes, success stories, or personal experiences. Adjust your pitch, pace, and volume to match the story's emotions and intensity.

Enhance your message with slides, images, and video clips. But remember, **less is more**: avoid overwhelming your audience with too much information.

Use humour where appropriate. Lighten the atmosphere with well-placed jokes or lighthearted moments to make your audience more receptive.

Q&A SESSION TIPS AND TRICKS

Anticipate potential questions and prepare answers in advance.

Set expectations. Inform your audience about the format and timing of the Q&A session.

Listen carefully to each question before responding.

Pause briefly before answering to collect your thoughts.

Provide clear and concise answers to maintain clarity.

Maintain composure and confidence, even if faced with challenging questions.

Allocate time wisely to ensure all questions can be addressed.

Encourage questions from different audience members to maintain inclusivity.

Guide the Q&A session to stay on topic and within the allotted time.

Invite feedback to show you value the audience's input.

Offer to follow up on questions that require more detailed answers.

After the session, **reflect on the questions and your answers to them** to improve future Q&A sessions.

HANDLING DIFFICULT SITUATIONS

Stay calm and address any disruptions politely but firmly to maintain control of the presentation.

If you encounter a challenging question, **acknowledge its complexity, and provide the best possible answer.** **It's okay to say you'll follow up** if you don't have an immediate answer.

Have a backup plan for technical difficulties, such as printed handouts or a backup device for the projector.

Keep an eye on the time to ensure your presentation stays on track. Have a plan for which parts can be shortened if you're running out of time.

Practice stress management techniques, like deep breathing, to maintain composure during stressful moments.



MAKING THE PRESENTATION MORE INTERACTIVE

Another method you can use to add more engagement to your presentation is using a platform called **Slido**!

What is Slido?

Slido is an easy-to-use Q&A and polling platform. It can be used for live, remote, or hybrid events, including things like meetings, classes, and webinars.

Why use Slido?

The purpose of the Slido is to encourage more audience participation! Students will be able to join a Slido room by going on slido.com and inputting the code for your presentation.

How can I set up a Slido?

Create a free Slido account on slido.com.

Once you have an account, you can create your own set of Slido questions for the presentation. Your Slido will have a unique code you can share with your audience. This will allow them to access your presentation from their devices.

You can input the discussion questions from the presentation deck and speaker notes into your Slido.

For example, you can add “What words come into mind when you think of privacy?” into your Slido, and set up this question as a word cloud. As participants input their answers, a word cloud appears on the screen with their submissions!

You will be able to share the results of the Slido on the screen you are presenting on.

How can I use a Slido during the presentation?

Before the presentation begins, you can press “Start Interaction,” and this will activate your Slido presentation.

As you start the presentation, explain to the audience that you will be using Slido as an interactive platform during the presentation. In order to participate, they will need to use their own devices, such as a smartphone, tablet, or laptop. You can also encourage students to share devices as well if they do not currently have one.

Remind your audience that participation is voluntary. Nobody is required to participate if they do not want to.

The slide deck and speaker notes will have all the cues you need for each discussion question.



GOOD LUCK!

