Tips for a Great Presentation

**BEFORE YOU PRESENT**

- **When making your presentation**
  - Except when presenting in Brubaker Auditorium, all slides should be in 16:9 ratio.
  - Do you need a clicker? You can reserve one through ITS.
  - Bring any special adapter you may need to connect to a projection system.

- **Make time for a run-through**
  - Computers show slides and images differently, so you should make sure that your presentation looks the way you want.
  - If you do a run-through ahead of time and something doesn't look right, you will be able to make changes.
  - Check ahead of time that all websites and videos you will use in your presentation are accessible.

**TIPS FOR USING MICROPHONES**

- Speak directly in the mic. If you turn your head the audience can’t hear you.
- Stay close to the microphone. If you feel that the audience can’t hear you, move closer.
- Doing a sound check ahead of time is a great way to ensure you will be heard.

**Still Need Help?**

Please call the Conference Services Office at (717) 691-6009