

What is the best way to ensure success with my presentation?

Technical tips

PowerPoint (ppt)

When working with movies in ppt try to have your movies converted to WMV files. These files are the most compatible with different ppt versions and computer configurations. The presentations will run from an ESOMAR computer so bringing WMV movies reduces the risk of issues while presenting.

When inserting movies, do not select the 'on click' option for displaying. Please select the 'play automatically'. Please note that you will not have a mouse while presenting, however you will have a clicker (wireless remote control) for advancing your slides. If you want to show the movie (still) and introduce the movie before it plays, make a screen shot of the slide, add one slide before the actual movie slide and one after the image. The slide with the actual movie will start automatically.

Keynote

When using keynote, the most common and best working movie format is .mov (h264 is a commonly used codec for making the movie relatively light and reliable). Unlike PowerPoint, Keynote DOES embed the movie or audio files, however it is always good to bring / send the movies separately. Keep in mind that presenting from a Mac may mean that you will need to present using your own computer from the lectern (rostrum/podium). Therefore, if you then would like to walk around while presenting, bring a clicker (wireless remote control). Also, keep in mind that your settings, (e.g. power and display settings) need to be adjusted. You can change these in your system preferences. Additionally, make sure your wireless connection is set to "off" as well as any messengers that could pop up and embarrass you on stage.

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Prezi

Make sure you make your Prezi presentation available offline. It is best to not rely on an internet connection while presenting. Also make sure you will be able to access your presentation for editing when onsite.

Sound tips

Make sure you are on time before your session starts, so that the audio technician can properly wire you with a microphone. This can take some time and the tech team needs to be able to properly do this before it starts to ensure the audience can hear your presentation. Do not touch the on-off button of the device at any time, as it is set to the 'on' position by the technician and he or she is in control of the audio level. Also, do not forget to bring back the device after presenting as will be immediately be needed for the next session.

On stage

After being introduced by the session chair, you will be asked to come on stage to do your presentation. While walking onto the stage there will be an ESOMAR branded introduction slide on the screen. This slide will actually replace your introduction slide. On your first click, the technician will switch from the ESOMAR branded intro slide to your slide number 2. Don't click again if it takes a little while, the technician will be making the switch (with a little delay) and your slide 3 will appear.

In front of you will have 2 screens: one shows your presentation, so you don't have to look behind you to see on what slide you are. The other screen is showing you a countdown clock for time reference. Please be aware of the time on the countdown clock. We want all presenters to have the allotted time for their presentations, and any additional time you use, may cause delays in the overall programme agenda.

If you follow these simple but valuable tips your presentation will run smoothly and will be a HIT!