

SHARING YOUR VIA EXPERIENCE



TIPS FOR YOUR VIA PRESENTATION



CHRISTINE INHULSEN

We are delighted that you are taking the time to share your VIA experience with others at your University. We have provided you with a Power Point Presentation and at the bottom of each slide are notes on what to share and say. Feel free to add pictures from your own experience too!! Below are tips for giving an effective presentation. They can be used in other presentations you give too. If you are unsure about something, please contact us and we will be more than happy to help.

Presentations Tips

Content

- Introduction
 - Starting strong is important. You want to get your audience's attention.
 - There are several ways to do this. You can start with an interesting quote, fact, or question.
 - *For your VIA presentation a great way to get your audience's attention and to connect with them is to share a personal story. Share one of the highlights from your experience, but keep it short, about 2-3 minutes. Let them know what you did and why it was important to you.*
- Body
 - The main part of this presentation is describing the components of the VIA program.
 - Each slide has notes at the bottom that tell you what to say.
 - *You do not need to read it word for word. However, you do need to convey the main point of each slide.*
- Q&A
 - Save time at the end of the presentation for questions.
 - *For any questions you are not sure of how to answer, please ask them to email VIA (or the appropriate program director). You do not need to feel pressure to answer every question. That is our job.*
- Closing
 - Thank your audience and encourage them to contact VIA with anymore questions they have.
- Slides
 - The Power Point slide deck we have shared uses pictures and does not use many words.
 - Powerful presentations do not contain slides that have lots of text on them. This is because if you have mostly text, the audience will read instead of listening to you. Also, the more text you have the smaller the font will be, making it difficult for your audience to read everything.
 - Strong presentations are about the presenter, not the slide deck. The slide deck is a tool to aid you when giving your presentation.
 - *Feel free to add a few of your own pictures to the slide deck that show your experience.*

Delivery

- Eye contact
 - Looking at your audience and smiling is important so that they feel connected to you.
 - Try not to focus on just one person, because other people will stop paying attention.
 - *If you are very nervous you can try looking just above people's heads, but the more you can practice giving eye contact to different audience members, the better presenter you will become and the greater impact your presentation will have.*
- Body Language
 - Relax your body and use hand gestures during your presentation.
 - If you are on a stage, walk around some instead of standing in just one place. This keeps your audience focused on you.
 - It is also important not to over use your hands or walk back and forth too much on the stage ;)

- Try not to put your hands in your pockets or cross them in front of you. Keep your hands at your side when you are not making gestures.
- *Try filming yourself, watching yourself in the mirror or ask a friend to watch you and give you feedback. It is hard to know exactly how you are in a presentation without watching yourself or having someone provide feedback – so please do this in advance.*
- Voice
 - Volume: If people can't hear you it won't matter how great your presentation is, so make sure to project your voice. Have someone stand in the back and say a few things to check and make sure they can hear you. You can also use your voice by making it louder or softer to punctuate important points.
 - Inflection: Letting your voice rise and fall keeps your audience engaged. If you speak in a monotone voice then people will become bored.
 - Pace: Often people will speak too quickly in a presentation. You want your pace to be slower than a conversation you would have with your friend.
 - *Record yourself doing part of the presentation and play it back. Does your voice sound engaging? If not, try changing the pace, inflection and volume of your voice at different times in the presentation to keep everyone listening.*

The most important thing is to connect with your audience, and the best way to do that is to let your passion for the VIA shine through! Remember to breathe and then share from your heart why your VIA experience was meaningful to you. ☺

You can find more great tips here:

<http://www.skillsyouneed.com/present/presentation-tips.html#ixzz4ODx0GXnQ>

Good luck & Thank you!!!