

<ul style="list-style-type: none"> • Ask: What is the Presentation Purpose? 	Introduce a new product
	Project latest sales figures
	Review policies and procedures
<ul style="list-style-type: none"> • Ask: Who is the Presentation Audience? 	Staff
	Prospective clients
	Conference attendees
<ul style="list-style-type: none"> • Ask: Where is the Presentation Setting? 	Auditorium/Conference Center
	Classroom
	Online
<ul style="list-style-type: none"> • Ask: How much Presentation Time? 	1 Day 30 minutes
<ul style="list-style-type: none"> • Ask: What Presentation Equipment/Resources are Provided? How Does It Work? 	Interactive board/Internet Access
	Projector/Laptop
	Tables/Chairs
	Lighting/Sound/H/V Conditions
<ul style="list-style-type: none"> • Gather Information 	Know topic thoroughly
<ul style="list-style-type: none"> • Determine the Order of the Slides 	Sketch out slides on paper
	Rehearse
	Edit, Edit, Edit
<ul style="list-style-type: none"> • Create/Rehearse Presentation 	Be consistent – backgrounds, fonts, transitions, and animations
	Learn keyboard shortcuts/ how to navigate
	Rehearse out loud – timing, sound, pace
	Have Plan B