

Session description.

Nine fundamentals to successful presentations

Presentations for the board or for 950 industry colleagues. No one naturally likes them. It's worse than exams, It causes Stress, you are in the spotlight and if things go wrong... Presentations are however opportunities and usually pretty important once, hence the stress. Failing is not an option, but how do you approach a presentation so you can be sure the results are optimised, with or without stress.

How can you optimise this crucial moment?

We all use PowerPoint and our voice, but there is more. This educational and interactive presentation will take you through the seven essentials for good presentations that will make you more successful.

The Nine fundamentals to successful presentations are:

1. Timing: script
2. Audience: expectations, objectives, LNM,
3. Technology: PowerPoint-did you know that ...
4. Attention: Design, bullet points, images, transitions, video, music, your
5. Tools: voting, paper, room lay out,
6. Alternative presentation format's: chunking, Pecha Kucha, fly by
7. Test: train, rehearse, talk time
8. Assist: print, handouts, cheat notes
9. Attitude: body language

Maarten Vanneste, CMM will present and allow for discussion based on his 25 years of experience. Vanneste has done presentations from Brazil to St Petersburg Russia and from Paris to New York for audiences from 2 to 2.000. He is also a professional coach and trainer and meeting Architect that has worked for hundreds of clients with essential presentations. As founder of the Meeting Support institute and Author of the book Meeting Architecture, he is respected as the expert in this field. Many examples will help you see the potential and a set of resources are presented for future use. Your presentations will never be the same again and you will be more confident and successful.

The participant's outcomes:

- 1 realise that presentations need to be and can be prepared and approached in a professional way
- 2 understand a few basic techniques and variations for improvement of presentations
- 3 tips and tricks to start improvement tomorrow.

Maarten Vanneste, CMM
President and CEO

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