

# Celebrating Collaborations

## General Presentation Guidelines

### Choose and Gather Content in Advance

Select and obtain or prepare text, photos, illustrations, graphs, maps and any other content to be included in your presentation in advance. Below are some sources where you can gather content. In most cases, you can use material from these sources freely, but be sure to check the copyright status of images or other digital content before including them in your presentation.

#### **Smith College Library Image Collections**

<http://libguides.smith.edu/findimages>

#### **Smith College Imaging Center**

<http://sophia.smith.edu/blog/imagingcenter/>

#### **Luna Insight Digital Media**

<http://lunadb.smith.edu/luna/servlet/>

#### **Wikimedia Commons**

[http://commons.wikimedia.org/wiki/Main\\_Page](http://commons.wikimedia.org/wiki/Main_Page)

#### **Free Stock Images**

<http://www.stockfreeimages.com>

<http://freestockphotos.com/>

#### **Library of Congress Prints and**

**Photographs** <http://www.loc.gov/pictures/>

### Select Software to Create Your Presentation

Select the software to use to create your presentation. When choosing software, remember you will be using the computers in the presentation rooms (do not plan to use your own laptop, as they can cause technical difficulties and can slow transitions between presentations). Some software options are:

- **PowerPoint:** This is the most common choice and one that is available on the computers in all presentation rooms and in the computer labs where you can create presentations.
- **PDF:** Adobe PDF also make a good presentation format, but require special software to convert your original document in to the PDF format.

- **Google Presentation:** Available on Google Drive. A good format, but it requires you to be online to deliver the presentation—which can be a problem if the Internet goes down on Collaborations Day (and that has happened!)
- **Prezi:** Similar to Google Presentations, and available on the Prezi Web site. It's a slick program with lots of features, but it has had technical problems during Collaborations presentations. Use with care!

## Create a Draft Presentation

Create a draft version of your presentation early to help you focus your ideas and to make sure you have all the content you need. If your presentation includes video or audio, allow plenty of time to prepare the files and incorporate them into your presentation. The following Smith College facilities provide software and hardware tools to prepare presentations and/or offer support for video and audio production.

### **Assistive Technology Lab**

<http://www.smith.edu/its/ets/assistivetech.html>

### **Center for Media Production**

<http://www.smith.edu/its/ets/media.php>

### **Student Computer Labs/Centers**

[http://www.smith.edu/its/facilities/student\\_computer\\_centers.html](http://www.smith.edu/its/facilities/student_computer_centers.html)

## Use Strong Visual Aids

Don't assume that any old PowerPoint or picture is enough to make you look good. A disorganized or unreadable PowerPoint or video can actually distract—and detract—from your presentation. Use only visual aids that truly enhance what you will say. Here are some tips for creating strong visuals to support your presentation:

- Show essential information only
- Choose images that illustrate your points and show important aspects of your topic that words alone cannot
- Choose images that are easily recognized and understood from a distance
- Avoid large blocks of text
- Use large font sizes (at least 20 pt)
- Avoid using handwritten or stylized fonts for any text that you expect the audience to read from your slides. Stick with plain, easy-to-read fonts such as Arial, Helvetica, and Times New Roman
- Be sure your text and images do not get lost in a too-busy background design
- Make sure your backgrounds and your text have enough contrast so they are easy to read
- Use colors and styles consistently—don't change so often that it becomes distracting
- Avoid using jargon, abbreviations, or acronyms without explanation
- Don't include too many slides—your audience will get lost
- Don't use too many transitions or fancy animation effects

## **Present Confidently**

You have done great work. Here are some tips to help you present it confidently:

- Create the presentation ahead of time. Don't wait until the last minute and rush to get it done.
- **PRACTICE!** You will be more confident and your presentation will be more polished if you run through it at least once or twice before Collaborations Day. If possible, find a time to practice on a computer with the kind of setup you will use on the day. The Computer Centers can help with that. If you need help finding a place to practice, contact us at [collabs@smith.edu](mailto:collabs@smith.edu)
- Check your timing: Make sure the presentation is the correct length
- Look toward the audience at least some of the time, not just down at your notes or at your slides (if you don't want to look at the audience, look over their heads).
- Speak loudly and clearly so what you say can be heard
- Don't Rush! Your presentation will sound garbled if you speak too fast.

## **Keep a Copy**

Once you have obtained your content and built a draft presentation, keep a copy of everything together in a single folder on your computer, network drive, flash drive, box account, etc.

## **Submit Your Presentation on Time!**

Remember that you should email your presentation to the Collaborations organizers no later than **Wednesday, April 13**. This allows time to install it on the computer in the room where you will present and test it to be sure it works properly.