



## How to make sure the club's projector is ready for you to use at the meeting.

1. Coordinate with the Toastmaster – a week ahead of time is not too early:
  - a. Let them know you are using the projector.
  - b. Negotiate the time available for your presentation.
2. Notify Ron, our projector support person, *at least* 24 hours in advance  
805-729-3369
3. Arrive at the meeting by 6:30.
4. Options for bringing or sending your presentation:
  - a. Email the presentation to Ron at [ron.guilbault@gmail.com](mailto:ron.guilbault@gmail.com)
    - i. PowerPoint and PDF supported. Ron will bring an Apple MacBook with the presentation loaded
  - b. Bring your presentation on a Thumb Drive/USB Flash Drive
    - i. PowerPoint and PDF supported. Ron will bring an Apple MacBook.
  - c. Bring your presentation on your own notebook computer with an available USB or HDMI port.
  - d. Bring Presentation on your iPad or iPhone. You will need HDMI and power adapter.

## Basic rules for a great slide presentation.

1. Fewer slides is better
2. Fewer lines is better
3. Fewer words is better
4. Simpler is better
5. A great deck does not insure a great presentation.
6. Great delivery insures a great presentation.

## On using PowerPoint well

[http://www.utexas.edu/lbj/21cp/syllabus/powerpoint\\_tips2.htm](http://www.utexas.edu/lbj/21cp/syllabus/powerpoint_tips2.htm)

## The Ten Sins of PowerPoint

[http://www.utexas.edu/lbj/21cp/syllabus/powerpoint\\_tips.htm](http://www.utexas.edu/lbj/21cp/syllabus/powerpoint_tips.htm)