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What makes a good presentation? [1]

What makes a good presentation?

You'll be a better presenter if you follow even a few of these simple tips. Watch the video to find out how.

What makes good participation?

You'll be a better conference attendee if you follow even a few of these simple tips. Try them and see.

Get ready. Presenters aren't the only ones who need to prepare. You'll get the most out of your conference experience if you take time beforehand to catch up on program communications, download the conference app, and build your schedule. Make a note of who's presenting on the topics that matter most to you. When you see that person at the registration table, you'll have a great chance for a 1:1 discussion.

Practice introductions. You'll want to tell people who you are, what you do, and why you came to this conference. Do it in clear, concise sentences that'll capture their attention and help create connection.

Ask questions. Asking good questions helps everyone get the most out of a conference, whether it's in a formal session, in the lunch line, or in the hotel elevator.

Spend time with people you think you know. Conferences can be a great way to connect with the colleagues you don't spend much time with back home. Having a coffee with one of your co-workers can offer new insights into how to work better together.

Spend time with people you don't know. Conferences can be a great way to learn how people from all over the world are solving problems you struggle with every day. Sitting down to lunch at a table with strangers can launch networks and friendships that last for years.

Plan for takeaways – ideas you can use back home. Write down your AHA! moments and make some notes about how, where, and when you can use them. Share them with your manager or your peers, so they can help you be accountable in following up. ***Here's a simple, powerful form to help you translate inspiration from other institutions into concepts and commitments at your own.*** [2]

Remember that you're a representative … of your institution … your city … your country. Be a good one.

Use business cards wisely. Hand them out when you make real connections with people.

Help them remember why they have your card by jotting key words on it before you give it to them. Write down a memory boost for yourself on the cards they hand to you.

Follow up on key contacts. Great dinner conversation with someone? Email them before you leave the conference. Use your waiting time at the airport to cement the connections you've made, while they're still fresh.

Above all: plan to learn, to share, and to enjoy. That's what conferences are really all about.

Questions? More tips of your own you'd like to share? *Contact Normandy.Roden@cu.edu [3].*

Groups audience:
Controller

Source URL:https://www.cu.edu/controller/what-makes-good-presentation

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