

# GUIDELINES for PRESENTATIONS

## Model Shipwrights of Niagara

These **PRESENTATION GUIDELINES** have been provided to help our members prepare and present effectively and efficiently at our monthly meetings.

### PREPARATION

#### If presenting with images or slides

1. Images (.jpg files) or slides (.ppt file) should be prepared well in advance with a copy sent to the club executive at least one week prior to the meeting. The copy may be used as a backup if the presenter should experience problems sharing their screen, or it will be used if the I.T. Master will be controlling your slides at your request. The copy will also be helpful to the Editor when preparing the monthly LOG newsletter.
  - 1.1. The club executive can help create a PPT file from your images if you need assistance.
  - 1.2. The club executive can schedule a short ZOOM share screen practise session in advance of the Meeting if you have never shared screen over ZOOM.
  - 1.3. The IT Master will control your presentation for you if you wish.
  - 1.4. If you will be sharing your screen and controlling the presentation yourself you should check with the I.T Master that there are no technical or equipment incompatibilities.
2. The time limit you've been allotted will govern the number of slides you can show. In practice these average about one per minute. **The Q&A period after your presentation is extra time.**
3. Using a written script (written in your normal speech pattern) is highly recommended to help you keep on topic, not forget a key item or word, and keep you within your allotted time frame. Practise reading your script while using your slides or images and timing yourself to make certain you stay within the given time frame. Ask yourself: Do areas of the text need to be edited? Is everything you say related to the subject? Are your slides sufficient to clearly illustrate the text?

#### If presenting with prop/model

4. Prepare a written script to help you to stay on topic and not forget any key information (see item 3 above).
5. A *Lazy Susan* type rotary table will be provided to rest your piece on and allow the camera to focus. The camera cannot focus on hand-held items. Try not to pick the prop or model up off the table. Rotate the table so the camera can focus on the view or detail you want the audience to see, or ask the I.T. Master to relocate the camera. The camera will only automatically focus on a stationary target.



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### PRESENTATION

You will be presenting to two different groups at once, those gathered F2F in one room, and those joining us remotely via ZOOM. Remember that folks' attention spans will drift after about twenty minutes, no matter how compelling the topic. A ten or fifteen minute presentation is good, twenty to twenty-five minutes is the normal time allotted unless the topic really warrants more, in which case we will allow more than twenty-five by prior arrangement.

6. Begin by briefly introducing yourself so that people learn your name. You may add a few words about how you came to modelling, don't give your autobiography. Three minutes should suffice for an introduction. Then go directly into your presentation.
7. Think "**meat and potatoes**", no side dishes or dessert unless warranted. Please stick closely to your chosen topic.
8. We will give you a five-minute and a two-minute warning to wrap it up when your allotted time is running out.
9. We will pull the plug if you run overtime as there are other speakers waiting their turn, or you may be the last presenter and the meeting has been long enough for most people! Remember also, there are remote members in other time zones.
10. If your presentation is really long or complex, consider breaking it into parts. You can arrange with us to carry it over to a following meeting.

