

ACT APPLE USERS GROUP

INFORMATION FOR PRESENTERS

Thank you for agreeing to be a speaker at our monthly meeting. ACTAPPLE exists to serve members and this meeting is our main activity. The following information and guidelines may assist you when preparing a presentation.

Types of Members

We try to address all skill levels of users but we have found that it's best to divide the group into "beginners" and "the rest". ACTAPPLE would rather be criticised for presenting material that's too simple rather than too complex, so we aim to ensure all attendees feel involved, even though at times more advanced users may feel a session is too simple.

Preparations

Sometimes our members will email questions, but often they will raise them on the night. It's best to begin your session by asking for such input then trying to map these to your presentation.

- Determine your audience knowledge by asking them before you begin
- Provide a synopsis of your session for our website and newsletter
- If possible, provide notes about your session for our newsletter (before or after)
- If possible, have a mini project that can be worked through in the session
- When you begin, check that everyone can see the screen and hear you ok.

Beginners

Beginners may be intimidated by the topic, or generally unsure of themselves.

- Avoid keyboard shortcuts - use menus slowly and deliberately
- Rehearse the demonstration a couple of times
- Explain everything – avoiding jargon and buzzwords

- Ask questions as you go along, such as “are there any questions so far” or “would you like any of that explained again or differently?”
- Invite questions.

Advanced Users

If you are presenting an advanced topic you can make it as complex as you like. In this group the criticism most often heard is "but I knew all that - there was nothing new in it".

- Be prepared for a workshop approach
- Expect interruptions
- You may need to track different paths.

General Reminders

- Keep an eye on the clock
- Plan your presentation
- Break your session into sections so you can track your progress
- Allow time for questions
- You can run your presentation over multiple meetings if there is lot of material, or if you want to do an introductory then advanced session.

Equipment

We can provide a laptop for your presentation. You are also welcome to bring your own equipment with your software and demonstrations and connect to our projector. We use a PA system with speakers, so you don't need to worry about not being heard.