**Useful tips for presenting with the PowerPoint**

1. Your presentation is for max 15 minutes – please make sure you don’t have too many 12 slides. The slides are only an outline of your story.
2. Please be aware that some of your audience members will not be nurses, please try to keep jargon to a minimum and make sure you explain at the beginning what your project is trying to achieve.
3. Please send the presentation a week before the meeting to make sure everything works fine on a different computer. Also bring a copy with you on the day.
4. Be careful with attaching hyperlinks to your presentation as the venue does not have great capacity/ fast Internet connection to play it during the meeting.
5. Do not insert too many text lines into every slide (limit the text to 6 at most per slide). Overly lengthy content on each slide will bore your audience and make them lose interest in the presentation.
6. Share only one idea per slide. Avoid inserting too many bullet points into one slide.
7. Choose your font type based on clarity rather than appearance alone so that your audience is able to read the content easily. Use strong contrast between the background and text colour. Keep font sizes standard instead of making them too big or too small.
8. Use a single colour to highlight important words and phrases in your presentation. Avoid using more than 5 colours in one slide.
9. Do not use excessive transitioning between slides as it may prove confusing for the audience to follow.
10. Always proofread your work and check for grammatical errors.
11. Do not read from your slides. The content of your slides is for the audience, not for the presenter.
12. Face the audience. Many presenters face the direction of their presentation rather than their audience. It makes them more difficult to understand.
13. It’s important to keep an eye contact with your audience members.