

A Guide to Interactive and Engaging Presentations

Qatar Leadership Conference

The following guidelines have been compiled to help you prepare for your QLC presentation.
A few general reminders:

- All Presentations are 50 minutes, unless specified.
- All rooms will have dedicated Admin staff to assist with crowd control, monitoring the doors, and are generally there to assist you. Use them. They are there to help you!
- All rooms will have a podium/mic and LCD screen to project off your laptop. A member of our Tech Team or Administrative staff will be on hand to assist you in your set up.
- Any additional supplies need to be provided by the presenter unless previously arranged.
- There is limited ability to make photocopies. Please come prepared.
- Room size is between 30 and 70 participants. Theatre audience size is capped at 120.

Set the tone: start with an ice breaker, a story or an attention grabbing set of statistics

Examples: A joke, a heartfelt story, a relevant personal anecdote, brief introduction of yourself, shocking statements/statistics

When you stand up in front of strangers, they don't yet have a connection or rapport with you. An icebreaker and setting the tone is an excellent way to create that connection between presenter and audience. Have your introduction well scripted and rehearsed. This is when you will be the most nervous. Preparation will help you ease into your presentation.

Avoid: Lengthy icebreakers-style games, having everyone introduce themselves. Time will fly by quickly.

Break your presentation into easily summarized 'chunks'

Build your presentations around central themes that tell a connected story.

Your presentation should have a clear introduction. Build your session into connected 'chunks', and if you are moving from one idea/activity to another, have clearly thought out transitions. Summarize all your concepts and end with a conclusion. Reiterate clearly how your project, passion or ideas are important. Have a way for the audience to contact/connect with you. Encourage them to do so via social media or email.

Avoid: winging it. Have a plan written down. Don't work off your phone. It looks unprofessional.

Know your audience and make sure your presentation style fits the topic you are presenting

Understand that your room will be full of diverse groups of people.

Avoid language that others might find offensive. Avoid sarcasm. Unless people know you personally, sarcasm might not get the result that you desire. Remember that sensitive international topics are felt personally by our participants. Be compassionate. Be passionate and sincere. Remember, we are all here to learn.

Avoid: inappropriate images, overt sexual or religious discussions. Joking about sensitive topics could backfire.

Mix visual and/or auidial cues for presentations

Pictures speak a thousand words. Use photos, video clips, graphs or other images to convey your message.

Use eye catching and amusing images/cartoons that illustrate your concept. When using audio, keep it short and ensure it doesn't distract from your concept. Have your images/videos/graphs saved on your laptop and do not depend on the internet to access things you want to share.



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Avoid: PowerPoint presentations that are mostly text. Reading text off PowerPoint Presentations is a big downer! DON'T DO IT!

Get your audience moving

Sometimes getting your audience up and moving around the room enhances a presentation.

Furniture within QNCC rooms shouldn't be moved, but if you find you need to clear space, or have something planned where you will be directing people around the room, inform your Admin staff ahead of time so they can assist you.

Avoid: out of control situations where your participants have tuned you out and are 'doing their own thing.' Plan out movement carefully and make it count.

Plan an activity

Like a good teacher, breaking up the monotony of a presentation by allowing participants to 'do something' creates interest and buy in to what you are sharing.

Giving people time to brainstorm over an idea, work with a neighbor, share a story with those sitting at their table creates engagement. Having something for people to look at and critique, or to take notes on, can be useful. If you plan an activity, circulate around the room and talk to participants. Move from behind the podium and make yourself approachable.

Avoid: lengthy activities. Like poorly planned icebreakers, they will suck up large amounts of time. Practice your activity with friends and get their feedback before putting them into your presentation.

Mind your body language and delivery

Powerful body language makes for an authoritative and attention grabbing presentation. This takes practice and the QLC is a great place to work and develop these skills.

- Move around in the presentation space and, when feeling confident, into the audience space as well.
- Enunciate. An accent is irrelevant if the speaker enunciates clearly
- Speak slowly, especially to accommodate those that are newer to English than you
- Use open hand gestures and expansive body language. Feet at shoulder width, arms slightly out and hands palm outwards.
- Use volume changes wisely to emphasize key points. Sudden loudness or sudden softness will direct audience attention to those points.
- Practice your speech beforehand! Then practice again!

Be approachable and develop your network

One of the greatest outcomes of the QLC is connecting with people who share or appreciate your passions, and are inspired by what you have to say.

Look for opportunities to stay connected with your participants. Encourage feedback of your presentation or ideas, and let them know how to contact you if they have questions about your presentation. Every year after the QLC students return to their schools with ideas for initiatives and programs, career paths they'd like to explore or skills they'd like to share. Let them know how to contact you in case they have questions or need your help or feedback.

We hope that these guidelines will be helpful as you develop and perfect your presentation. The most important is this: you have been selected as a QLC presenter because of your passion and expertise in your chosen field, and nothing is more engaging than true passion. Enjoy your QLC presenter experience. And thank you!