ABOUT THE PRESENTER: Andrea Tantillo, DTM, is an award-winning communications professional with more than 30 years of experience across multiple industries. She is a Principal Communications Planner at the Houston-Galveston Area Council and is an adjunct instructor in the Entertainment and Media Arts Department at South Arkansas College. She recently won a Public Relations Society of America – Houston Chapter Gold Excalibur Award for her work as the 2023-2024 Public Relations Manager for Toastmasters District 56. She holds a master's degree in communications from Purdue University and has been a member of Toastmasters since 2016.

TIP 1 – AVOID WORDINESS

- No large blocks of text and no sentences
- Emphasize main points
- Use large, 30+ point type
- 6x6 rule, such as 6 bullets
- Don't be afraid of white space

TIP 2 – USE PHOTOS, MULTI—MEDIA (WHEN APPROPRIATE)

- Are they are relevant to your message?
- Not too many elements on your slide
- Aren't distracting or overwhelming

TIP 3 – CHOOSE APPROPRIATE COLORS AND CONTRAST

- High contrast is best – dark letters on a light background or dark letters on a light background
- Templates provide good color combos, just check them before presenting
- Dark backgrounds work best in darker rooms, while light backgrounds work best in brighter rooms
- Print your slides in black and white to test your contrast

TIP 4 – CHOOSE APPROPRIATE ANIMATIONS

- Too much animation can make your presentation distracting and can look unprofessional
- The right amount of animation can help you highlight your main points
  - Change sizes and colors of words to show emphasis
  - Use motion with the bullets to highlight your message
  - Animations can also be used to show progression or transition

TIP 5 – USE INTERACTIVE ELEMENTS

- High-tech, interactive tools using software and audience's personal devices to respond to questions
- User controls such as clickable links for information or navigation
- Low-tech surveys using raised hands, clapping, etc.

TIP 6 – BE CONSISTENT

- Use templates for consistent layouts color pallets, graphics and fonts
- Choose graphics and icons that use similar styles
- Choose fonts that are easy to read and don't mix and match unless you have a good reason

TIP 7 – BE CORRECT
- Read your slides before your presentation to check your slides grammar and spelling errors

TIP 8 – BE FLEXIBLE AND READY
- Can you give your presentation without the slides If something happens?
- Have handouts if needed
- Do you have the right number of slides?
- Review your slideshow in the space with the computer and software you are using for your presentation
  - Make sure fonts, videos, sounds, transitions and animations work as expected

TIP 9 – JOIN TOASTMASTERS
- Rehearse your presentations and get immediate feedback
- Practice skills in a safe, welcoming environment
- Module-based, self paced educational program
- Local regional, national, and international networking opportunities
- World's leading communications and leadership organization

TIP 10 – YOUR SLIDES ARE YOUR VISUAL AID
- Your presentation is more important than your slides!

SOURCES
10 Tips to Make Your PowerPoint Presentation Effective (24slides.com)
https://24slides.com/presentbetter/10-tips-to-make-your-powerpoint-presentation-effective

Top 6 PowerPoint Tips and Tricks for Creating Effective Presentations in 2024 - INK PPT
https://www.inkppt.com/post/powerpoint-presentation-tips-2024

Top PowerPoint Presentation Design Trends for 2024 - SlideGem
https://slidegem.com/top-powerpoint-presentation-design-trends-for-2024/

Quite Possibly the World's Worst PowerPoint Presentation Ever
https://slideplayer.com/slide/1406718/

How to avoid death By PowerPoint | David JP Phillips | TEDxStockholmSalon
https://youtu.be/Iwpi1Lm6dFo?si=a-GkM6frxpgFRN14 *(He is also author of the ground-breaking book "How To Avoid Death By PowerPoint" published in more than 30 countries.)*

Slides from today's presentation are available at tantillos.com/toastmasters