



our PowerPoint presentation

How to get the most out of the **Ovarian cancer action** PowerPoint presentation.

Preparation – it's the name of the game

You really must make sure that on the day of your presentation you will have what you need to successfully do your PowerPoint so check with the place you are doing it for that they have:-

- ✿ **A lap top (or bring your own) that will take your CD Rom**
- ✿ **A projector**
- ✿ **A screen (or large enough plain white space) to display the presentation**

Arrive early if possible and check out the equipment – there is nothing more nerve wracking than not being able to start your presentation due to 'technical difficulties'. Is the room ready? – if you can try to make sure the room is conducive to people viewing your PowerPoint by dimming the lights or pulling curtains.

If technology is not available – if your hosts cannot supply you with access to equipment you could always print out the presentation (without the speaker's notes) and photocopy it for your audience. You could then print out the presentation with the notes and give it like that.

Get personal! – if you are comfortable with the idea, personalising your presentation to include anecdotes about your own ovarian cancer journey is always effective and brings the information to life for your audience. We have included 2 blank slides for you to create some extra slides to include or you could just add to your speaker's notes and give your own information at the appropriate moment. Do make sure you are happy with what you say at the end of the day it is your presentation and opportunity to inform the audience.

Say it your way! – don't be shy to use our notes pages as a basis for information yet still say things as you would normally. You don't have to feel like you are doing somebody else's presentation – this is yours!

Practice makes perfect – it really does so try out in front of friends and relatives – even if you haven't got access to your own technology – download the presentation from our web site and print it out (with the notes pages) at your local library and practice with the 'hard copies'.

Centre yourself – find a central place in the room (if you are speaking to a group) take a moment to compose yourself, big smile and begin your presentation! Always say 'thank you for having me!'

Use your voice – this is your chance to let others know about ovarian cancer so **"big voice"** – they need to know this stuff!

This is not a test! – Don't worry if people ask you questions that you can't answer. You can always refer them to our web site for further information or they can call us directly.

Enjoy it – it sounds like a cliché but if you can summon up the confidence when talking to others it makes you easier to listen to. If you feel terrified – act! Try to imagine you are one of your favourite actors or media stars they wouldn't be shy in spreading the word, nor should you be!