

DrupalCon Check-In
Part 3: Presentation Day
August 9, 2012

The Contract

This presentation covers:

- Room setup
- Dealing with nerves
- Dealing with technical failure
- Audience Management

Room Setup

- Projector - VGA, Standard definition 1024 x 768 resolution
- Screen (front of the room, size varies)
- Switcher (for multiple laptops)
- Speaker mic, and 1 table mic for panels (both wired)
- Head table will have 6 chairs, (Asam room will have 7)
This is also your laptop station.
- Audience mic on a stand
- Laptop audio mini cable to mixer
- Sound System + audio plug for your laptop
- Hard wire internet drop @ speaker head table for speaker laptops
- Riser (raised platform) in Garmisch-P and Sydney only; Ballsaal Room has a stage
- Summary at: <http://tinyurl.com/drupalcon-munich-av>

Public Slides

- Slides will be publicly viewable on session nodes on the first day of the conference for all sessions.
- Make sure the RIGHT version of your slide deck is uploaded by Sunday August 19.
- Include the conference intro/outro slides for AV.

Session Recording

- The audio + slide transition of your presentation will be recorded.
- There will **not** be a video recording of your presentation.
- Recordings will be uploaded to blip.tv (hopefully within 24 hours of your presentation).

Evaluations

Evaluation function will go live the first day of the conference, and speakers will be able to view their results immediately from within their Munich profile under "My Account".

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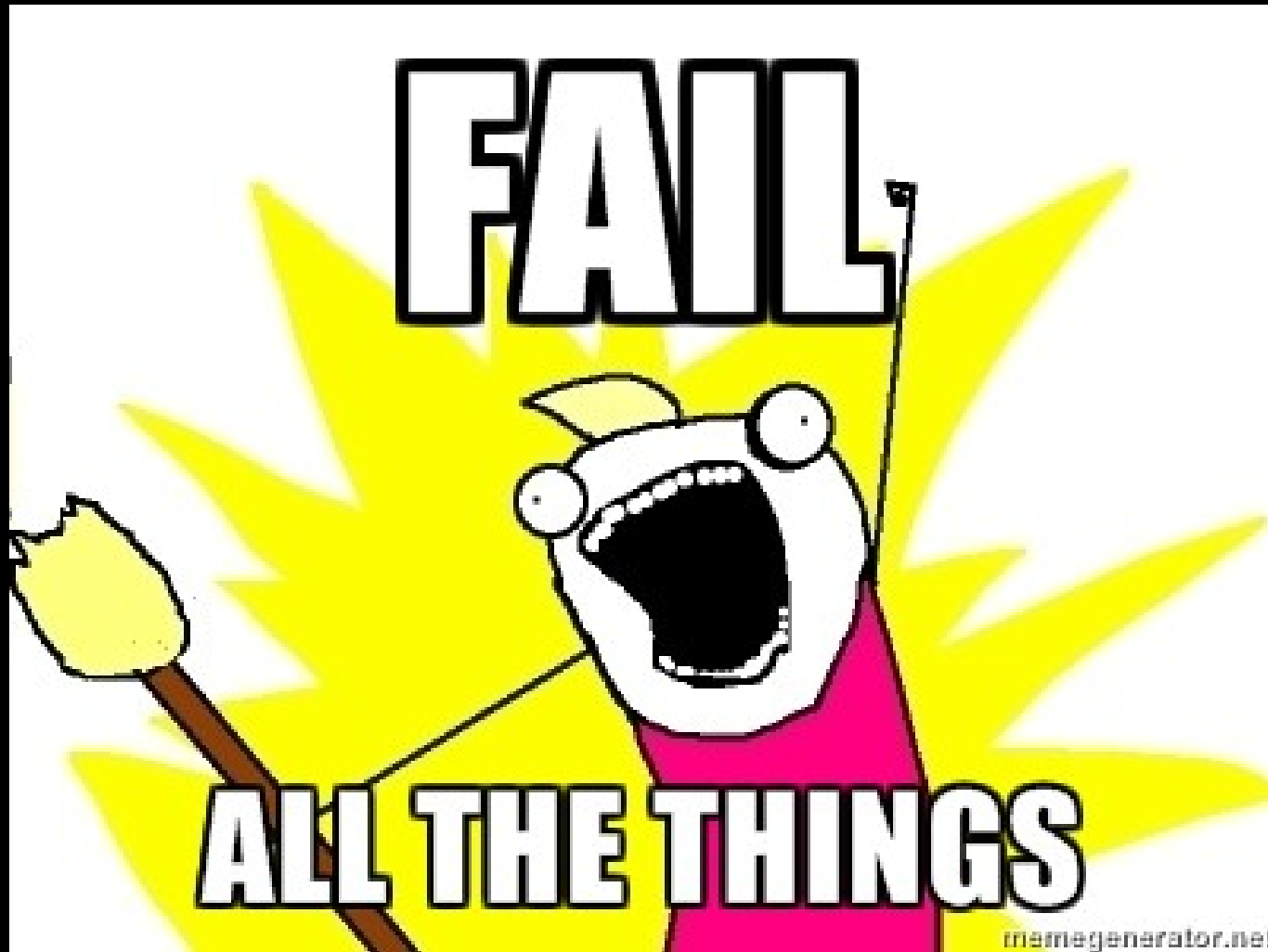
Nerves

- Adrenaline is normal.
- see: <http://tinyurl.com/myanxietyisnormal>
- You can manage your nerves by focusing on the factors you can control.

Warning

This part of the presentation addresses all the ways people get nervous. If it's never occurred to you, it might make you more nervous.

Dealing with Failure



Technical Failure

- Solution: Be prepared to tell your story without any aids and it will be impossible for you to fail.
- Allow others to fix the failures where possible. Talk to the audience instead of debugging the failure.

Computer Failure

- Solution: Have your digital presentation aids on a USB stick in a software-agnostic format (e.g. PDF for slides and screencast of your demos).

Projector Failure

- Solution: Upload your slides to a public location and allow attendees to download them and follow along on their laptops.
- (This is already done for you if you have uploaded your slides to the DrupalCon site.)

Internet Failure

- Solution: Have a local copy of all external resources (video & screenshots).
- To download embedded video, I use the Ant plugin on Firefox. <http://www.ant.com/video-downloader>

Microphone Failure

- This is not your problem.
- Professional AV technicians will fix this for you.

Recording Failure

- This is **not** your problem!
- However! If you have a white paper, or blog post equivalent of your talk, it matters less that it wasn't captured as a video as well.
- You may also want to screencast yourself giving the presentation during a practice run. You could then upload your practice session to the Internet.

Zero Chance of Failure

- Print out your slides.
- Upload your slides to the DrupalCon site.
- Have all presentation aids on a USB stick & as a .zip online.
- Download all your online resources from the Internet (e.g. video).
- Screencast what you cannot live without (e.g. demo).
- Have a “white paper” or blog post for your talk.
- Practice your talk in an empty room, out loud from start to finish. Three times.

**A positive routine
eliminates failure.**

Today

Watch this video. It's freaking hilarious (and very true).

- How To Public Speaking.
- <http://tinyurl.com/howto-public-speaking>



Week Before

- Practice delivering your presentation in the outfit you are planning to wear on the day of.
- Ensure the intro and outro slides have been inserted into your slide deck (<http://munich2012.drupal.org/speakers/speaker-resources#slides>)
- Write a packing list of all the things you'll want during your presentation. For example:
 - remote control
 - VGA adapter thingy for Macs
 - USB stick
 - water bottle
 - business cards
- Get lots of sleep and eat well.

Day Before

- Find the room you will be presenting in.
- Introduce yourself to the AV team if they are in the room setting up. They are your superheroes.
- If you can. Stand on the stage and look out.

Night Before

- Pack your bag including all your gear.
 - Fully charged laptop.
 - Power cable for your laptop + power adapter.
 - Presentation on USB as PDF in case your laptop dies.
 - Speaker notes.
 - Water bottle (filled).
 - VGA display converter thingy (for the projector).
 - Remote control (if you have one).
- Lay out your clothes for tomorrow.
- Go to bed early and chill out. :)

Morning Of

- Get dressed. Pants on, please.
- Look in the mirror and smile at yourself. You are going to ROCK THIS!
- Eat breakfast.
- Smile a lot. This is exciting. :)
- 7am-10am: optional tech check.

1 hour Before

- Do a final pee.
- Go to the Speaker Ready Room. Lake Placid at the **Westin**. You can use this space to relax, practice, and store your bags for your session.
- **OR** the room you are presenting in.

During the Setup

- Introduce yourself to the AV people. They get paid to help you.
- Focus on getting yourself ready.
- Defer questions about your presentation.
- Treat your setup as sacred time.
- Minimize eye contact with the audience until you are ready to engage.
- Before putting on your mic: deep breath in: farty/horse noise out. (Loosen up the face muscles.)
- Test the mic by blowing onto it. DO NOT tap the mic.
- Smile. Big smile!

During the Presentation

- Smile at the audience while thinking about something happy or delicious. Breathe in and give an audible “ahh-sigh” out.
- Begin.
- Tell your story with passion.
- At the end, say “thank you” and give the audience time to clap.
- Smile again. Good job, you!

</routine>

Audience Management

- Tell your story with passion and you have nothing to worry about.

Tip: Haters Gonna Hate

- Some people are haters. It's not you, it's them.
- Get them out of the room as fast as possible with a pre-talk “overview” and contract.
- Give people permission to leave at the beginning and make it about them, not about you.
- Now you have only “lovers” and email checkers left in the room.

Time For Questions

- **At the end of the presentation.** ("I'd like to keep this presentation as tight as possible so that we can have more time for questions at the end. Please write down your questions during the presentation and ask them at the end.")
- **During the presentation at specific points.** ("I will take questions after I've explained the theory of how this fits together and at the end of the presentation.")
- **During the presentation at any time.** ("If you have questions at any time, please raise your hand and wave it wildly.")

Seeing the Audience

- See “the audience” as one person and look at no one.
- Look at the back row only where you can’t identify faces.
- See only one or two friendly faces in the 2nd or 3rd row.
- See “everyone” in the audience and be smug at how efficient you are by having a conversation about your favorite topic with all these people at once. (This is what I do.)

Who's Out there

- Keep your expectations low.
- People are tired, overwhelmed and possibly hungover or jetlagged.
- People will sleep during your presentation, people will email during your presentation.
- You don't need to maintain eye contact with everyone.
- You don't need to tolerate people talking during your presentation.

Dealing with Questions

- Reasons for questions include:
 - confusion over the material,
 - expanding on the material (taking the concept further),
 - tying the material to their own circumstances.
- When a question is asked, repeat the question and rephrase it in a generic way if possible to make it relevant to the whole audience.
- Now decide if the answer is relevant to the core message of your presentation. If the answer is not relevant, feel free to defer answering.

How to avoid answering

Do not feel obliged to answer all questions.

Do not panic if you don't know the answer.

- "This is an excellent question, but the answer could get pretty specific and long winded. Can you please email it to me and we can follow-up later?"
- "I have no idea. Next question?"
- "Great question. Does anyone else know?"
- "Great question. Can you set up a Birds of A Feather session and throw a shout out on Twitter? I'd love to talk about this more along with anyone else who's interested. Can you quickly stand up so that others can come find you too and help arrange a time?"

Summary

- This is exciting! Adrenaline is normal.
- Practice telling your story **with your slides**.
- Prepare for technical failure and practice telling your story **without** your slides.
- Have (and use) a packing check list.

We are looking forward to hearing your story!

See you in Munich!