



TIPS AND RULES FOR PREPARING YOUR IGNITE PRESENTATION

If you had five minutes on stage what would you say? What if you only had 20 slides that advanced automatically every 15 seconds? Ignite presentations are 5 minutes long, 20 slides total. Ignite will inspire and teach and entertain your audience and YOU will have fun doing just that...

1. Limit Your Points

Just because you have 20 slides, doesn't mean you should make 20 different points. You won't have time to do justice that many ideas. Instead limit it to about 5-10 points, and use several slides for each one. Don't try to say too much. For this event, please try to include the following about you/your project:

- What is your operation or project?
- What were the biggest obstacles to moving forward?
- What was an important key to success?
- How is your effort funded?
- What is your future vision or next big goal?

2. Use Clean and Simple Design

Use more pictures and less words per slide. Your slides are not a substitute for notes. They should accent your talk, not repeat it verbatim. If you have more than a single sentence or point on a slide you're doing it wrong. Here, try this exercise:

- Write your slide.
- Cut the number of words in half.
- Smile at your incredible progress and try to cut the word count in half again.

3. Memorize Your Presentation

Your presentation is really a performance. If you have ever done a school play, or any acting then you know how imperative it is to memorize your lines. Looking at notes can be hindering when you're on stage. It will be easier to engage the audience and you will have a better stage presence if you memorize what you want people to know. Plus, it's five minutes! Not that much to memorize.

4. Practice Under Realistic Circumstances

Presenters are surprised at how quickly their slides moved. Everyone knows to practice, but you need to practice under realistic circumstances. That includes making sure that your slides are timed to the 15 seconds, not whenever you are ready to push the button. Also use the space: Walk, move, gesture, and keep the audience interested!

REMEMBER:

- **20 slides only. No exceptions!**
- **Visuals – rather than lots of text – will make your presentation more interesting. Remember – you only have 15 seconds per slide!**
- **Submit your presentation in .ppt or .pptx format (Save as 'ppt' or 'pptx' format).**
- **The Ignite template is already set up to advance to the next slide every 15 seconds. We will incorporate the automatic timing into your slideshow if you don't use the template.**
- **Clothing: Avoid white colored clothing, patterned clothing (stripes, plaid, checks), and flashy/dangling jewelry. Do wear solid colored clothing, simple jewelry. You can wear a white shirt under a jacket.**
- **Please don't use animations, videos, audio in your slides. If you add them, we'll take them out.**
- **Make it easy for the audience to contact you later. Include your name/contact information on the first and last slides.**
- **We recommend that you resize or compress your images when using Powerpoint. This link will explain how to easily compress your images: <http://tinyurl.com/PSScompress>**



FREQUENTLY ASKED QUESTIONS

Q. Can I have someone else on stage with me?

A. No.

Q. Do the title slide and the ending contact info slide count toward the 20 slides?

A. You have 5 total minutes on the stage...so yes. You won't have an extra 30 seconds to roll through the title and info slide.

Q. Can I get a slide template?

A. Yes. It's available to download here: <http://tinyurl.com/ignite-tips>

Q. Do you have any example Ignite presentations?

A. Yes! Please visit the Ignite homepage: <http://igniteshow.com/> or check out Ignite presentations from Idaho communities at: <http://www.youtube.com/user/igniteldaho?feature=watch>

Q. Do I have to use the "official" slide template?

A. No. But we would *really* appreciate it if you did.

Q. Do I have to have 20 slides?

A. Yes. If you submit less than 20, we'll stretch out the content to fill 20 slides. If more than 20, we'll delete slides.

Q. Why can't I have video, music, or other fancy stuff in my presentation?

A. Some things are sacred to Ignite – 20 slides, just your voice and what's on those slides. Slides advance every 15 seconds whether you keep up or not. Videos and music are notoriously troublesome and we can't guarantee it will work. You simply won't have time in 15 seconds to do anything meaningful with video, etc. anyway. Remember... you (or your project) are the show!

Q. Can I involve the audience in my talk (e.g., passing things down the aisle)?

A. The bottom line is this: as long as your concept for audience participation fits within the 5 minute/20 slides rule, it most likely won't be a problem. But think through how it will impact your presentation as well and flow of the show. Audiences are distracted by things being passed down the aisle, and it will go slower than you think. Keep it simple!

Q. What other tips do you have for me as a presenter?

A. Here's a post from the site that offers up some helpful links: <http://tinyurl.com/PSSpreparing>

If you have any technical difficulties, we're here to help!
Contact Debbie Gray | dgray@uidaho.edu | 208.885.4017