

## Creating a Presentation for

# PechaKucha

### Practical

- The presentation includes 20 (powerpoint) slides
- Each slide is only on screen for 20 seconds
- Avoid text (the audience won't have time to read it), unless used cleverly
- Use images. Make sure they are high quality, interesting, dynamic and visually strong. Illustration, or metaphors for your key points.
- And of course, Open Source.
- Add in contact details at the end

### Theory

- Talk about something you are passionate about
- Turn it into a simple story, instead of just a bunch of facts or portfolio pieces strung together.
- More informal, make it personal
- Decide what is most the important thing you want your audience remember.
- If its a popular subject matter, make it interesting, take it from a different perspective
- If your point takes longer than the 20 seconds, hack the slide. Repeat the slide and add text or graphics to develop your points.
- Don't add too many different images to one slide.
- A clear beginning, middle and end
- Don't cram too much into your presentation. Less is more
- Do not animate.  
No inappropriate images or language.

## Presenting

- Practise, practise, practise!
- Watch several pecha kucha presentations online, to get the feel of the visual and verbal content.
- Movement, or pointing out slides can also help in the dynamic of the presentation
- Writing down the 2 key points you want to make for each slide and trying to stick to that. Then practice delivering your presentation until it flows easily.
- You may notice that you have 30 seconds worth of talking on one slide and only 10 seconds worth of talking on another. Re-adjust your slides accordingly. Split up the a slide, or incorporate it into another as appropriate.
- When delivering the presentation, don't worry if you finish making your points on one slide before the next slide advances. Pausing will break your flow. Just start speaking about your next slide; it will likely appear midway through your first sentence. This makes for a more polished presentation rather than pausing for a few seconds to wait for the next slide to appear.
- Additionally, know that timing is not created equal on all computers. Given the way PowerPoint calculates time, you may find that 20 seconds is faster on some computers than others. This is because it is determined in part by the processor speed of the computer.
- Learn how to slow down your speech or speed it up as necessary. Rather than getting stuck on a slide with 5 seconds left to go, slowing down can add emphasis and make it seem like a natural pause.
- It's okay to use notes, but don't read through the whole things. The key is to make the slides your visual notes.
- Remember to breathe!



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