

PRESENTATION *TIPS & PARAMETERS*





Adventure
Canada

PREPARING YOUR *PROGRAM*

This deck contains some tips, tricks, and parameters to use when putting together your presentation for the upcoming season.

By now, you should have submitted your presentation topics and ideas through the [Guest Engagement Microsoft Form](#), and now are building it out!

Read on for more...



CREATING THE PRESENTATION

Length

Keep your presentation length **between 30-45 minutes, which should include time for questions.**

Workshops may be programmed for 1.5-2 hours, which should include time for your demonstration and time for guests to try.

Please be respectful of your colleagues and the guests by sticking to your allotted time.



CREATING THE PRESENTATION

Content

Your presentation should have an introduction, a middle, and a strong conclusion. Each presentation should carry a theme, **be appropriate to the region we're travelling in**, and maintain a flow.

Keep your talks concise, informative, entertaining, and substantive. Applicable stories and anecdotes are enjoyed, but should be used to support the educational points you are making.

Tip: Here are some TedTalk suggestions!

CREATING THE PRESENTATION

Content cont'd

Whenever possible, please incorporate Adventure Canada's **regenerative travel pillars** into your presentations: climate action, environmental conservation, cultural revitalization, and community well-being. Our guests may not have fully considered the implications of these themes within your field.

*E.g. How is climate change affecting archaeological sites?
Or, How might photography have the power to support the
revitalization of cultural practices?*

CREATING THE PRESENTATION

Style

Less is more! Stick to the bare necessities on the slide and elaborate on it verbally. Keep it to **3-5 bullet points per slide.**

Maintain enthusiasm throughout your program. What your audience remembers most is your excitement and dedication to your field. A relaxed, friendly, confident presence goes a long way.



CREATING THE PRESENTATION

Visuals

Keep it to 2-3 photos, and put them in the **top two-thirds of the screen** (the bottom third is often hard to see in the lounge due to people's heads).

Aim for clear, right-side-up, high-resolution images.

If you must share a potentially disturbing image, please give an appropriate warning before showing that slide.

PRESENTING

We aim to offer professional-level presentations, and it is imperative that you understand the equipment you are working with.

Test your digital files in advance of the trip, and have a backup. Presentations must be delivered using our on-board lounge computer, not your personal computer, so ensure to have a USB.

①

Ensure your files are formatted to open in both MacOS and Windows platforms.

②

Provide your presentation on a USB to the A/V team as early as possible in the trip.

③

Arrive at least 15 minutes before your presentation to ensure your equipment is set up properly.





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PRESENTING

①

Project your voice when you speak, **holding the microphone against your chin**. It is said that if you talk to the back of the room, your entire audience feels like a part of your presentation.

②

We inform our guests that leaving during a presentation is acceptable. Please do not be offended if your talk is interrupted by a wildlife sighting which clears the room or if guests prefer to be outside enjoying the scenery.

③

(For Ocean Victory) some guests may be watching the livestream from the comfort of their cabin. Please acknowledge the video camera at the front of the stage, and stay within view of it.



POST-PRESENTATION

- At the end of your presentation, open the floor for questions.
- **Always repeat your audience's questions into the microphone** before answering, so the entire room can fully understand the discussion.
- Be sensitive to lengthy question-and-answer periods. Some guests may feel trapped if the question sessions go too long. We recommend using the last 15 minutes of your allotted time. If time is running out, suggest that anyone with outstanding questions find you outside the lounge afterwards.

OTHER NOTES

These presentation slides are your intellectual property and **should not be promised** to guests as part of the post-trip package or otherwise.

Please plan to attend and support your colleagues' presentations when possible! Their material may tie in with yours, and the educational program will benefit if you can reference a past talk or promote an upcoming one, or see opportunities to collaborate.





THANK YOU!



Kindly remember that due to our busy schedule, you may only be able to share some of your suggested presentations on any given expedition. However, please ensure they're all ready upon embarkation.

We look forward to making this the most educational and engaging season yet!

