The Path to Exceptional Presentation Delivery
Definition of terms

Review proposal
✓ Re-read the proposal you submitted and read reviewer comments

Contact co-presenter
✓ Connect with your co-presenter to determine who is doing what by when

Clarify Message
✓ Decide on the most important ideas, skills and/or concepts you plan to convey to your audience

Shape 1st draft
✓ Create the first of several versions of your presentation

Develop timing
✓ Estimate how long each section will take

Test message
✓ Review your presentation to see if it conveys the ideas, skills and/or concepts you planned

Revise and rework draft
✓ Make visuals crisper and cleaner, revise timing as necessary, and make sure all sections flow properly

Practice delivery
✓ Test your presentation concept to confirm you can deliver on your defined outcomes by speaking it out loud

Integrate tools to increase engagement
✓ Plan ways to make sure that your audience will be interacting with you, with the material, and with each other

Continue to refine materials
✓ Keep reviewing and revising and improving