

Presenters Guidelines

Presentations are an important part of [AAUG](#) monthly meetings. Not only are they an opportunity for members to learn what's new or how to perform a certain task, they are also an opportunity for members to do a presentation themselves. Doing a presentation is an extremely rewarding, fun opportunity and will normally require little time to prepare for. This document will give you the basics on how you can do a presentation.

As an Apple User Group, AAUG is open to darn near any type of presentation that can relate to the Mac. It doesn't have to be software, it doesn't have to be hardware, it can be something as complex as programming or as simple as a recap of an Apple event or story.

Once you've decided on a topic you'd like to present on, you should contact the [Program Coordinator](#) to get yourself on the calendar. Don't be surprised if the Program Coordinator contacts you first! If you're an experienced user of a particular software or hardware, or you've recently done a [review](#) for AAUG, the Program Coordinator may ask you to do a presentation.

The Program Coordinator will want to know four things:

1. What topic you will present;
2. How long will your presentation be;
3. When you can do the presentation; and
4. Your intended audience (general user or advanced)

Topic for Your Presentation

Presentations on Hardware, Software and Accessories

Past experience shows that members are interested in what a piece of software, hardware or accessory can do and not necessarily the minutia of the item. Design a presentation that demonstrates how the product works. Try to minimize showing numerous steps or complex details in your presentation. This will keep the audience interested and avoid confusion. Preconstructed examples are very useful. For example, if you are presenting on Photoshop, show a couple useful or flashy photos and then briefly describe how you made the effect.

Presentations on Books or Events

A book or event presentation will normally be fairly short, usually less than 10 minutes. Highlight the useful points in the book or event and, if applicable, any shortcomings. Pictures or video can be used but this type of presentation is normally more oral and less optical. We don't have many of these but they are normally short and to the point.

Length of Your Presentation

We seldom have a problem with presentations running too short. In fact, we usually struggle to keep presentations within the time constraints we have! With that in mind, you should plan to talk no more than 20 minutes and allow for at least 5 minutes for

questions. Keep in mind that no presentation is too short; if it is useful, we want to hear it!

Scheduling Your Presentation

We try to book presentations as far in advance as possible so members can schedule accordingly. Whether you want to present next month or in six months, we should have no problem finding a space for you. You can also check the [AAUG Meetings](#) web page for openings.

Intended Audience

Some presentations are too basic for certain members and some are too complex. And yet, they are all valuable. To accommodate this, AAUG has arranged meetings so the first hour is dedicated to general users and the second to advanced or pro users. Deciding which group your presentation falls into will help us schedule so you reach the most people for your presentation.

What You Need To Bring for Your Presentation

AAUG will provide a PowerBook, projector and microphone so all you need to bring is your presentation in a file that can be used by one of the programs on the AAUG PowerBook. Software on the AAUG PowerBook that is useful for presentations includes the standard Apple applications included in Tiger, Keynote, Microsoft Office (**Gary, a little help here...**)

AAUG is always looking for presenters, especially from our membership. When you do a presentation, you're more than likely going to help at least one fellow member with an issue they've been struggling with. You'll also be helping AAUG as an organization to keep meetings lively and interesting. Heck, you can use this as an opportunity to work on your public speaking skills! But most importantly, this should be a fun experience for you. And we're always open to comments and suggestions for future meetings. Contact the Program Coordinator to help you help us!

Program Coordinator:

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