

# Tips for Speakers

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 Conference Services & Continuing Education  
[www.DixonUniversityCenter.org/conference-services](http://www.DixonUniversityCenter.org/conference-services)  
 717-720-4080

## BEFORE YOU PRESENT...

**Make time for a run-through**  
 Give yourself time to do a run-through of your presentation before your actual talk. Computers show slides and images differently, so you should make sure that your presentation looks the way you want. If you do a run-through ahead of time and something doesn't look right, you will be able to make changes.

**Internet**  
 Check ahead of time that all websites you will use in your presentation are accessible on our network.

**Have a backup**  
 Bring at least one backup of your presentation: USB, CD, file on computer or on the Cloud.

**Got a Mac or iPad?**  
 Be sure to bring your video adaptor.

**Annotation Software**  
 Use our annotation software to enhance your presentation and increase audience engagement. Use it as an electronic flip-chart, which you can save the pages and email them to participants. Plus, annotate your PowerPoint slides and save the changes.

## Using Microphones



**Speak directly into the mic**  
 To ensure you are loud enough to hear, speak directly into the microphone. If you turn your head away from the mic, the audience cannot hear you.

**Stay close to the microphone - 6-8 inches from your mouth**  
 Get close to the mic, but not too close. This might be the hardest thing to do. You need to be close enough to the mic so that the audience can hear you speaking, but not so close that they hear you breathing. If you feel that the audience can't hear you, move closer.  
**NOTE:** If you are too close, any "P" words could make the mic "pop" because of the air coming out of your mouth.

**Don't clap**  
 Do not clap in front of the microphone. The sound will get amplified so that everyone will hear you clapping.

**A lapel-mic will allow you freedom to move**  
 If you are using a lapel (clip-on) mic, be sure it is attached securely. Lapel mics are very sensitive. If your clothing brushes against it, or if you tap it with your hand, it will make a very loud sound.

## Different Mics Pick up Voice at Different Distances

TYPE OF MIC	WILL PICK UP VOICE:
Podium-Mics	10-12 inches away
Table-or Stand-Mics	6-8 inches away
Lapel (clip-on) Mics	3-4 inches away
Wireless Handhelds	3-6 inches away

## Troubleshooting



**Internet connection is not Working**

- Check network cable connection to laptop
- Check network cable connected to wall
- Try a different Webpage

**The sound is not working**

- Check computer's volume & mute settings
- Check application volume
- Check volume on control system
- Check audio cable plugged into laptop

**The sound is not working**

- Check video connection to laptop
- Check video adapter (if using a Mac)
- Is "Laptop" selected on the control system?
- Try Fn + (F6, F7, or F8) on keyboard

**My laptop's background image appears on the projector, but no the desktop icons**

- Mac - Go to SYSTEM PREFERENCES - Select DISPLAYS - Check MIRROR DISPLAYS
- Win XP - Right-click on the DESKTOP - Click on PREFERENCES - Select the SETTINGS tab - Un-check EXTEND MY DESKTOP
- Win 7 - On keyboard, press Windows Key + P. Select DUPLICATE

## STILL NEED HELP?

Please call the Conference Services Office at 717-720-4080 if you have any questions or need assistance.