

Make the biggest moments of your life count

Sun, Oct 9: 10:00am - 12:00pm • Pre-Conference Workshop
Experience level assumed: Basic

Led by Jim Endicott

Sometimes the very best ideas don't get adopted and the most creative companies don't win. Not because they're not smart, not good at what they do, or not big enough. Too often, it is because of the impressions given off in the first minute of a presentation. During this interactive coaching workshop, you will learn new tips, tricks, and on-your-feet techniques for putting your best foot forward in the most nerve-wracking moments of your life.

Highlights to include:

- Learn a first impression game plan to build audience engagement
- Discover four key skills high-profile executives spend big bucks to learn
- See audience volunteers rapidly elevate their skills in practical exercises
- Understand how to avoid a presenter's three biggest anxiety "tells."

This optional workshop is for those tasked with creating big moments, for which they need to be at their best.

Jim Endicott is a nationally-recognized executive speaker coach, who, along with his daughter, Amy, support clients ranging from Fortune 500 senior executive teams to national non-profits. In 2020, their company Distinction Communication expanded their offerings to meet the needs of hundreds of virtual event speakers, home-based sales groups and management teams around the world. Jim has also been a Jesse H. Neal award-winning columnist for Presentations magazine.



Everything you need to know to start creating wonderful presentations

Sun, Oct 9: 12:30pm - 2:30pm • Pre-Conference Workshop
Experience level assumed: Basic

Led by Rick Altman

You learned PowerPoint years ago and think you have decent instincts for building presentations. But something inevitably derails you. The story gets changed, the boss wants an extra graph, the client has second thoughts, and it all needs to be done by tomorrow. Your PowerPoint skills will be challenged by all these extras, so you go on auto-pilot and do what most do: you stuff it all onto the slide and hope for the best.

You can stop this madness! This two-hour crash course is the perfect jumpstart to the conference, guaranteed to get you off on the right foot by helping you craft, design, and strategize through the process of creating first-rate presentations.

Highlights to include:

- Recognize what ruins presentations
- Identify the three tenets of good presentations
- Accommodate clean imagery and heavy data
- Articulate your core beliefs about effective presentation strategy

This optional workshop is for you if you feel you have been swimming against the tide of Death by PowerPoint. Participants are encouraged to send us work samples for possible inclusion. Go to <http://www.presentationsummit.com/extras> to share.

Rick Altman has been hosting end-user conferences since 1989. He is the author of 15 books on presentations and graphics, including *Why Most PowerPoint Presentations Suck...* and how you can make them better. This is his 20th season hosting the Presentation Summit; he spends the rest of the year visiting organizations and offering customized workshops on presentation design, PowerPoint technique, and delivery skills.



The entire process, in two hours

Sun, Oct 9: 3:00p - 5:00p • Pre-Conference Workshop
Experience level assumed: Basic

Led by Mike Parkinson

This crash course shows you a quick but comprehensive process to make compelling and professional presentations quickly. We build a powerful presentation in real time. Get your presentations right the first time. Easily defend every choice you make to avoid endless revisions.

Although we use PowerPoint, the process works for all presentation software. The focus is conceptualizing a winning mock design. We then finalize a few of the slides together.

Highlights to include:

- Quickly go from a need to a finished presentation
- Get presentations right the first time
- Avoid endless revisions

This optional workshop is for new, intermediate, and advanced presentation professionals.

Mike Parkinson is a geek. He is 1 of 36 Microsoft PowerPoint MVPs in the world, is an internationally recognized communication and presentation expert, bestselling author, and professional trainer. Mike's keynotes, training, books ("Billion Dollar Graphics" and "A Trainer's Guide to PowerPoint: Best Practices for Master Presenters."), and tools (www.Build-a-Graphic.com) help companies succeed while saving money and time. He owns Billion Dollar Graphics (www.BillionDollarGraphics.com) and is a partner at 24 Hour Company (www.24hrco.com), a premier creative services firm.

