

2020 Presentation Summit

Schedule of Seminars and Events

Mon, Aug 10

8:30am **Welcome from the Host**

8:45am **Opening Keynote**

The Zen of Presentation

These inspiring 30 minutes offer practical tips based on the sacred concepts in the Zen arts. They will help you plan and prepare your presentations, craft compelling stories, communicate messages with emotion, and ultimately, successfully connect with audiences. *Led by Garr Reynolds*

9:15am **Flex Time**

Exhibit Hall, Help Center, and Lounge all open

9:30am **Super-Simple Slide Designs**

For the minimalist in all of us

Learn how to make simple yet engaging and professional slides and do it fast. Often we have to make presentations with very little time and money. Using the K.I.S.S. principle, discover tips, tricks, and techniques to developing amazing slides using the latest design trend: simplicity. Less is more in this session. *Led by Mike Parkinson*

9:30am **Six Principles of Animation**

Yes to better storytelling, no to using the Bounce

Animation is a critical component in presentations. It paces the flow of information, making things clearer for your audience. It supports more effective storytelling, with the visuals and animations doing a lot of the work and helping people understand the key points. And it can be used to produce beautiful looking presentations, with the animation enhancing your design, making everything appear more professional. *Led by Ingrid Mengdehl*

10:15am **Flex Time**

10:45am **The Makeover Mentor**

Before-and-after examples of real work

Before-and-after pictures, stories, and programs are always popular because they allow us to see what can be. The same is true for the always-popular makeover sessions at the Presentation Summit. See what can be—and learn how to get there.

In this session, you'll see real-world examples of before slides along with the redesigned after slides. We'll cover what changes were made and why, discuss suggestions for further improvements, and share ideas that you can apply to your own presentation designs. *Led by Julie Terberg*

10:45am **Faster!**

Getting hard things done faster (and perfectly)

It can take years of working in PowerPoint to stumble upon one new time-saving PowerPoint hack or trick that you start using all the time. In this workshop, we will make your head spin with all the new possibilities available to you with these time-saving hacks and tricks. And the cool thing is, you can stack them up on top of each other to get even more done in less time. *Led by Taylor Croonquist*

2020 Presentation Summit

Schedule of Seminars and Events

Mon, Aug 10

11:30am **Flex Time**

11:45am **Backstage Pass**

How stuff is really made

Led by Lori Chollar

11:45am **Bridging the Divide**

Strategies for developing rapport with a remote audience

Connecting with a virtual audience can be difficult. Fortunately there are a number of tools and techniques that you can use to help connect with your remote audience and improve your chances of moving them to action.

This session focuses on both the challenges and opportunities for audience engagement when you can't actually see them. *Led by John Rahmlow*

12:45pm **The PowerPoint Trivia Contest**

The intersection of creativity, ingenuity, and foolishness

You haven't lived until you have watched, or played in, our PowerPoint Trivia Contest, conducted exclusively within PowerPoint, explicitly about presentations, and entirely with a sense of humor. The move to virtual will likely allow us to invite ANYONE to participate, instead of involving a limited number of people who sign up in advance. We're still figuring all of that out, so stay tuned and make plans to stick around for this.

2020 Presentation Summit

Schedule of Seminars and Events

Tue, Aug 11

8:30am **Morning Greeting**

8:45am **At a Glance**

We no longer expect information to be succinct, we require it

We now live in an “at a glance” society. We see proof everywhere we look: social media, advertising, books, television, email, in signs, software, and websites. People no longer expect information to be succinct and clear—they require it. If we fail to embrace at-a-glance communication, our designs will always fall short. Attend this energetic and interactive session and learn to design anything...at a glance. *Led by Mike Parkinson*

9:15am **Flex Time**

Exhibit Hall, Help Center, and Lounge all open

9:30am **Real-World Makeovers**

For the busy pro for whom everything is due yesterday

We know that one of the results of attending this conference is your head spinning out of control as our design makeovers leave your jaw on the floor. We know that it is not entirely fair, showing you designs that you might not have the skills or the time to recreate. This session balances the inspiration you will feel with our other makeovers with the reality of your situation. The makeovers here, taken from patron submissions, carry the hope that you will look at them and say, “Hey, I can do that.” *Led by Rick Altman*

9:30am **Remote Control**

A highly biased and opinionated look at webinar platforms

You know the product names. Adobe Connect, GoToWebinar, ON24, Webex Events, Zoom Webinars. But do you know what differentiates them? The answers can influence both your presentation content and presentation technique.

This session steps you through key differences in functionality in “the big five” mentioned above and will clue you in to some interesting smaller products you may not be familiar with.

This session will concentrate on presentation-oriented webinar platforms, rather than meeting-oriented or video-conferencing products. *Led by Ken Molay*

10:15am **Flex Time**

10:45am **I Don't Like It!**

Giving good feedback on horrible slides

We've all experienced presentations that aren't clear or just look wrong. Sometimes we know what it is, but aren't sure how to fix it. In this session, we will walk through some horrible examples and learn techniques to get your brain to see each slide's potential. Is it a wall of text? Let's simplify it and make it impactful. Is it a giant table with 3,421 numbers in it? We'll rethink what we're really trying to say and make the slide easier to understand quickly. Do you have a stubborn presenter who resists change to your slides? We'll talk about that too. *Led by Stephy Hogan*

2020 Presentation Summit

Schedule of Seminars and Events

Tue, Aug 11

- 10:45am **Template Talk**
Open session with the template experts. Bring your questions!
A comprehensive template can be a huge timesaver for those who don't use PowerPoint every day, for people who aren't designers, and for those who must create presentations to reflect a brand. It takes less time to develop a presentation with a template because there is less manual formatting to do.

The key is having a template that is built right in the first place. In this session, we'll address common template fails and teach you how to avoid them. *Led by Echo Swinford, Julie Terberg*
- 11:30am **Flex Time**
- 11:45am **Small Screen, Big Impact**
Design Tips and Tactics for Online Presentations
Pivot? Yes we all need to adjust and evolve during these unprecedented times, especially in our industry. There are so many ideas swirling around and it is hard to grasp which ones we should pursue. Are virtual meetings here to stay or are they unsustainable? Learn how our market will behave and what skills you should add to your toolbox right now. *Led by Scott Karman*
- 11:45am **Get a Grip on Gear**
Presenting and Recording from Home on a Budget
You don't need to spend a lot of money to look and sound good on camera. Learn how simple items from a hardware store and from around your home can make you sound and look great for webinars and while recording from a home office. *Led by Heather Ackmann*
- 12:45pm **Romping Through 3D Space**
A trip through virtual reality for all conference attendees, no headset required.
Led by Lia Barnakova

2020 Presentation Summit

Schedule of Seminars and Events

Wed, Aug 12

8:30am **Morning Greeting**

8:45am **Quick Fixes for Bad Slides**

Down and dirty design solutions

Turn ugly, unprofessional slides into professional designs quickly. Transform those boring, been-there-done-that presentations into something you are proud of, using these simple, effective solutions. Make your job easier. Be the hero. Attend this session to see how to do it. *Led by Mike Parkinson*

8:45am **Google Slides**

Managing the new monster

Google Slides is attracting more and more attention for its excellent collaboration functionality. The problem? It's no PowerPoint, but clients rarely understand that. If you're trying to please clients who expect the world but insist on a limited tool, we're here to help.

Come learn the advantages and disadvantages of Google Slides, how to manage the functionality differences, best practices for template construction and, maybe most important, how to manage clients in a shared doc environment. *Led by Bethany Auck*

9:30am **Flex Time**

Exhibit Hall, Help Center, and Lounge all open

9:45am **Creative Imagery**

Tools and techniques for designing with image effects

Are you looking for new, creative ways to design with images? Want to learn how to combine and transform pictures and textures and color into something completely different? In this session, you'll see examples featuring many different techniques and learn how to recreate them on your slides. We'll use PowerPoint features and free resources to accomplish all of the effects. *Led by Julie Terberg*

9:45am **What the Font!**

The good, the bad, and the downright frustrating

Has the time finally come to embed fonts or is it still a fool's errand? How exactly do cloud fonts work? How do you know if a font is being substituted? Are there fonts to avoid if you're on a Mac? Is there such thing as an attractive system font? What are the tricks for making Arial actually look good? *Led by Nolan Haims*

10:30am **Flex Time**

11:00am **"Don't Be Nervous"**

Worst possible advice?

Your friends might be full of good intentions as they try to calm you before a big talk. But is calm the right state of mind for a presentation? And can you make yourself not be nervous. The answer just might be "no" to both. Nerves are your fuel; nerves can be your friend.

The question becomes what you do with all of that energy coursing through your body and this short session explores specific strategies to adopt, skills to learn, and actual behaviors to employ to help you feel more comfortable before an audience. *Led by Rick Altman*

2020 Presentation Summit

Schedule of Seminars and Events

Wed, Aug 12

11:00am **Shortcuts and Speed Hacks**

Double your productivity in PowerPoint

Shortcuts are the FASTEST way to double your productivity in PowerPoint, even if you aren't doing things the best or fastest way yet. And the good news is, most of the best shortcuts are "visible keyboard" shortcuts. That is, you don't have to memorize them to immediately start using them. *Led by Taylor Croonquist*

12:00pm **Brainstorming Sessions**

Seminars and workshops based on your requests

If anyone leaves the 2020 Summit believing that a virtual conference can't be responsive, then we have failed! We will be watching all of the Chats and all of the emails you send, in search of the things that you all say you really want to talk about. Then we will pair those topics with our experts and have at it as we wind down Day Three.

At the Presentation Summit, the squeaky wheel really does get the grease.

1:30pm **The Guru Session**

Drop in and chat with your tribe

Some of you never want to stop talking about your favorite software, your presenting experiences, and the occasional emotional outburst about audiences. So this anything-goes session will go where the audience leads it, until we get tired and head off to bed. Former 17-year senior program manager for PowerPoint Ric Bretschneider leads the evening and there is a good chance that you will need to raise your right hand and promise that what is said in the room that night stays in the room that night. *Led by Ric Bretschneider*

2020 Presentation Summit

Schedule of Seminars and Events

Thu, Aug 13

8:30am **Morning Greeting**

8:45am **Connecting with Audiences**

Whether you see them or not

The biggest myth most presenters need to overcome is that “doing it right” is essential for their success. In fact, the opposite may indeed be true. Not that we want to be sloppy unprofessionals, but that to truly impact our audience, we need to be fully, awesomely, awkwardly, thoroughly human.

The challenge of showing up authentically, focused on connection, gets bigger via video, but no matter how you connect, you need to do so humanly.

So how do we create connection? How do we prioritize our humanness, while still being impressive and trusted? How do we handle the inevitable bumps along the way? *Led by Sally Zimney*

9:30am **Flex Time**

Exhibit Hall, Help Center, and Lounge all open

9:45am **Tables, Tables, Tables**

Best practices for creating the best grids

Tables don't get the love and attention like charts, imagery, and other slide elements, but that is no reason to just pick one of PowerPoint's awful defaults and call it a day. You can do better! This session covers best practices for designing appealing and effective tables, how to harness the power of Excel tables, and alternative uses for tables *Led by Nolan Haims*

9:45am **Plug In and Rock Out**

Behind the scenes with a PowerPoint add-in

Add-ins are a great way to transform PowerPoint by giving it extra capabilities that speed things up, eliminate manual tasks, and give you completely new abilities. This session is a roundup of the best (usually free) PowerPoint add-ins out there and what they can do for you. *Led by Jamie Garroch*

10:30am **Flex Time**

11:00am **PowerPoint Karaoke: No Joke**

Expect the unexpected

PowerPoint Karaoke is a party game, presentation exercise, group challenge, and just plain hilarious all at the same time. Presenters will present slides they've never seen before. Thinking quickly on your feet while remembering all the important rules of good presenting is essential. You'll take away an activity that is as at home in your office team building exercises as it is for home game night. *Led by Ric Bretschneider*

11:00am **Seven Presentation Hacks**

How I saved over 200 hours

Led by Troy Chollar

2020 Presentation Summit

Schedule of Seminars and Events

Thu, Aug 13

12:00pm **Five Minutes or Fewer**

Tips to match your attention span

The type and volume of tips, tricks, and advice that our team of experts could dole out is never-ending. But by the end of the day on Wednesday, our respective attention spans promise to be trashed. We're probably not capable of paying attention for more than about five minutes, so that is precisely how we'll end the conference: with five-minute tips on a broad range of subjects. These triplets are brought to you by more than just our presenting and Help Center team—we'll solicit the participation of any patron who feels he or she has something to contribute to our conference story.

12:45pm **Farewell**