

JUMPSTART PRESENTER TIPS

Medtronic

Hello Presenters,

Thank you for volunteering for our training event! Below are some suggestions for delivering a successful presentation. Please reach out to the organizing committee with any specific questions regarding your presentation.

Day of JUMPSTART:

1. All presenters and workers should arrive at Medtronic Operational Headquarters by 7:30AM on the 26th.
 - Park in the parking ramp and enter through the Guest Entrance on level P3.
 - You will need to present a photo ID to enter the building.
 - There will be a check-in at the Guest Entrance. We will provide you an itinerary and direct you to your presentation room.
2. Lunch will be provided. We are not yet assigning lunch times for the presenters.

General Notes for Presenters/Assistant Presenters/Color Commentators:

1. Be prepared! Technology fails at the most inopportune times.
2. Consider sending your Presentations (.pdf) before Friday, October 25 to rs.first@medtronic.com, so if you 'lose' access to it, we have a back-up.
3. You will have to provide your own presentation tools - i.e. a computer and necessary peripherals and cords. We suggest that you use something that can connect via USB or HDMI.
4. Have your presentations and digital materials downloaded onto your device before coming to campus in case there is an issue with internet service.
5. All rooms are outfitted with a Projector and presenter podium. Anything else you may need is on you.

LEAD PRESENTERS:

Please consider the following tips as you develop your presentation.

1. Put together a presentation that is about 30-40 minutes in total length. Allow for about 10-15 minutes of Q&A.
2. Make certain that you have images or manipulatives (i.e. bumpers, cylinders, electrical components, media/marketing examples, etc.) for your presentation. Get something infused into your presentation that takes the focus off of you. This will aid you in keeping your thoughts -especially if it is something that you can keep referring to.
3. Do not look at this presentation as if you are the sole expert. Realize that there may be others in the crowd that can offer a different perspective. Welcome their ideas and allow these ideas to expand the conversation.
4. Allow for conversation to happen. However, do keep the conversation on track, and be willing to stop the dialogue once it derails from your points.

5. You may get a few in the crowd that want to “be the expert.” Take note of these people and know that you may have to have a series of tactics to get them back to the presentation. Some good examples are these simple statements:
 - “Good Point, we can get back to that later” can go a long way.
 - “Hold that thought - we can revisit it in the Q&A session at the end”.
6. Be authoritative with your voice (project it) and your body: use BIG hand gestures, get away from the podium, walk around the room as you speak.
7. Use your assistant/co presenter when you are struggling. These people are there to assist the dialogue. Ask them “What do you think/what are your thoughts on this?”. Use the time that they are talking to recollect yourself and retrain your thought. Once you are comfortable, step back into the driver’s seat.
8. Backload your Q&A session with some of your own questions. This can help to spur conversation and more questions.
9. As LEAD PRESENTER, make certain you give your presentation to your other presenters (if you have them). If you are working in tandem to present this session, make certain both/all parties are privy to all info presented.
10. And remember, we are all at JUMPSTART for the same reason: to learn from each other.

ASSISTANT PRESENTERS:

Your role is very important to keeping the session light and taking the burden off of the LEAD PRESENTER.

1. Make certain to contact the LEAD PRESENTER (LP) and begin to communicate ideas with this person. Having contact and a comfort level before the presentation will go a long way in creating a more conversational presentation.
2. Be able to recognize when you are needed to lend a hand. If the LP stalls, step in.
3. DO NOT try to be the LP. Your role is one of support. If you attempt to take the lead, it will take the wind out of the sails for the LP, and you will be a distraction throughout the rest of the presentation.
4. Read the crowd. If you feel that there is a point that needs more explanation or time for discussion, raise your hand and redirect the LP to the need. Here are some statements that can lend to some crowd dialogue:
 - “This brings up a good point, I have seen this situation before...”
 - “I think there may be some confusion, anyone have a question at this point?”
 - “This is a great point, from what I have seen...” and then restate the point in a different manner.
5. Move the manipulative or any other presentation props through the crowd. If the LP has a manipulative that was working through the crowd and then dead-ended in a spot where other people are not able to access it, go over, pick it up, and move it to a point in the crowd that has not yet seen the piece.
6. Create your own series of Q&A prompts that you can ask the LP. Make certain that these are softball questions - not questions that are meant to stump the LP.