



## Presentation Tips

### BEFORE THE AWARDS FINALS DAY

- **Ensure you know how your presentation(s) is to be scored** - see the downloadable pdf "Scoring of Entries" by clicking [here](#) if you don't feel clear on scoring criteria and scoring guidelines!
- **Ensure your presentation covers off all 6 presentation scoring criteria** (the same as for the written entry but without the summary) – remember each criterion has equal weighting with the others so needs equal evidence.
- **Bring your entry to life** – the judges will have read and scored your written entry – plan what you want to tell/show them that will bring your entry to life in a presentation – for example use video/visuals/take a different slant – remember to cover all criteria though!
- **There's no need to present information in the order of criteria on the entry form** - although judges' score sheets will be laid out the same way as the entry form – make it as easy as possible for them to give you top scores!
- **Provide fact based results from a business perspective** - the judges will be scoring these areas and they'll need evidence to back up your story
- **Be prepared for questions** – the judges will have up to 10 minutes after your presentation to ask you questions – make sure you're prepared and have the right people there to answer.
- **Make sure you have strong presentation skills on your team** – not everyone is great at presenting, including sometimes those with the knowledge you need – make sure you choose a team that has the right blend of presentation skills and knowledge so that you get over clearly what you have to say.
- **Practice your delivery** – so that it is **15 mins maximum** and is delivered in a smooth and joined up way if different people are presenting – you don't want the judges to be distracted by poor delivery of the presentation.
- **Have a back-up plan** – if your laptop doesn't work or you lose that precious USB stick on the way to the event or your key presenter is ill - make sure you have a back-up plan!
- **Check all timing details and plan your journey to the venue accordingly.**

### Presentation Equipment

- Most Finalists have previously used Powerpoint to present to judges.
- If you wish to use Powerpoint, remember to **bring your own laptop computer** with VGA or HDMI port to link to the projector provided (*NB Macs will require your own converter cables*).
- The ratio of the projectors provided is **16:9** should you need to know this information for slide development.
- Ensure that you bring your own speakers for your laptop if you include audio in your presentations (*if your laptop doesn't have speakers*).

### WIFI Access

It is probably prudent not to depend on the venue WIFI to support your presentations so it's best to remember to download e.g. any video material so that you are 100% sure it is accessible. From past experience the WiFi at the venue can be slow and result in videos hanging.

### ON THE DAY OF THE FINALS

- **Do whatever suits you best to be ready when it's your turn.** Take the time to thoroughly read through the scoring criteria and scoring guidelines and plan how they are going to ensure the judges have all they need to provide the highest marks possible.
- **Get there on time and find the room** - make sure you're outside the presentation room at least 10 minutes before you're due to go in – so that you can take all the time available to set up
- **Enjoy your 15 minutes in the spotlight!**

We wish you all the very best of luck with your Awards Finals presentations and a very enjoyable and productive day!

### The Gulf Sustainability and CSR Awards

If you have any other questions about the Awards Finals and how to prepare, please email Dana on [dana@awardsinternational.ae](mailto:dana@awardsinternational.ae)