

Delivery Glue Handout

Good presentation delivery is ultimately about management of the room – including yourself, your audience, and your technology. Work to control these 6 areas, the 4P & 2A of Delivery Glue.

PREP

As a general rule of thumb, it takes 16 times the length of your talk to make your slides and script. You should also practice the talk in its polished state at least 4 times, varying your location and audience.

PACE

Keep your pace not too fast and not too slow by writing down ideal times to hit each section of your talk. Use slide emphasis techniques to keep the audience's attention at pace with your speaking.

PERSONAL

Add personal bits to your script – whether it be using humor or just inserting comments like “this third point is my favorite one to talk about.”

POSE

Get out from behind the podium as much as possible. Stand and walk around. If the audience's body language is telling you they are bored, introduce an activity, ask a question, or otherwise get them moving.

AUDIENCE

Increase the audience's engagement with your content by making it relevant to them. Find out what they know and tweak your examples, if possible, or let them share their own examples. Launch an activity every 10-20 minutes, even if it's as simple as a break for questions.

ALL HELL BREAKS LOOSE

Much can be prevented from going wrong by preparing well and arriving to the room early to set up your technology. Still, if things begin to fall apart, move to an activity. Ditch your slides if the technology is acting up and deliver the talk only verbally. While not ideal, it is better than the distraction of a presenter fiddling with computer settings. Most importantly, breathe and promise to follow up by email.

RESOURCES

[Dynamic Dozen: Delivery](#)

Read what a dozen of AEA's top presenters had to say about delivering a potent talk.

[Kathy McKnight's Rundown Doc](#)

This document organizes a speaker's delivery, including places to write down the time to begin and end each section and any accompanying materials needed.

[Every Presentation Ever Video](#)

This talk used stills from the hilarious presentation satire video put together by Growing Leaders and Tim Elmore.