Presentation Guide

The below outline is a suggested resource for Scouts as they present with their team. Your Exploring Post can choose to deviate from this outline or adjust based on what works best with your presentation format. Scouts should review this outline and practice their presentation to ensure that they feel comfortable on the day of the event. They do not have to answer every question.

Each Scout on a team should have a chance to share during the presentation. Teams should discuss each member's presentation responsibility prior to the event and practice together.

- Project Name and Team Members

- Problem & Solution:
    - Discuss the Problem – What problem are you trying to solve? Why is this problem important to your team?
    - Solution: Provide a simple and concise overview of your solution.
    - Social Impact – How will your project benefit your community (local, national or global)?

- Market Research & Innovation:
    - How did your team ensure that your solution creates value?
    - What did your team discover through market research?
    - What did you learn about user through research?
    - Explain how your team went through the Ideation and Exploration phase of Innovation.

- Prototyping:
    - Discuss your process for prototyping. What was important to your team in the first version?
    - What feedback did you receive about your prototype? What changes did you make based on this feedback?
    - Why was it important to create a prototype?
    - Show some examples of your drawn-out prototype.

- Project Demo:
    - Walk through your project and explain the important aspects of the project.
    - Showcase various features and how your project will be used.

- Discuss the Team's Experience:
    - What was your team's experience in building the project?
    - How did user feedback help to shape your project?
    - What worked well for your team when implementing? What would you do differently?
    - What challenges did your team face? How did you overcome them?
    - What are your biggest takeaways after completing this project?

Presentation Tips

Below are suggestions for presenting professionally. Practice these tips before your presentation and get feedback from friends/family. Take the time to practice and your presentation will only improve!

1. **Plan Your Presentation.** Your presentation should be strategically planned. Before you start practicing, you need to understand what message you want to convey, how you want to convey it and in what order. Create a list of what want to cover and practice different sequences to see what feels best.

2. **Practice Frequently.** A week before your presentation, start practicing out loud by yourself. You should practice as though you are presenting. Pay attention to your posture, eye contact, filler words and pace. Once you feel comfortable practicing alone, ask a friend or family member to listen to your presentation. They should provide constructive feedback that will help you to improve.

3. **Dress Professionally.** On the day of your presentation, dress for success. You should wear something that makes you feel confident and comfortable. Ask your Advisor for suggestions on what to wear and how professionally you should dress.

4. **Interact with your Audience.** During your presentation, use props and engage with your audience. Show off your project and ask them questions. If you interact with your audience, they will remember your presentation and be more focused on you throughout.

5. **Maintain Eye Contact.** During your presentation, ensure that you keep eye contact with the audience. When presenting in front of a group, you will want to make eye contact with different members of the audience for a few seconds. It should feel natural, as though you are having a conversation with that person. If you struggle with this, practice maintaining eye contact before the day of your presentation.

6. **Stand Confidently.** As you present, you will need to maintain good posture and stand confidently. This takes practice and it's often difficult to realize if you have good posture. Prior to your presentation, practice your posture and ask for feedback from a friend or family member. Sometimes when a Scout presents, they unknowingly walk around or fidget. Keep your feet firmly planted and walk intentionally if you do move around. Practice these good habits if they are difficult for you.

7. **Use Your Hands Intentionally.** When presenting, your hands are a great tool for emphasizing a point or conveying an emotion. However, we often forget to use them wisely. It is important to use them for specific reasons. When not using them to emphasize a point, keep them resting in front or behind your back. If you struggle with this, ask a friend or family member to help you practice.

8. **Eliminate Filler Words.** When we present and forget what we want to say, we often fill the empty space with a filler word. Filler words can be anything that is unintentionally said to fill the space, including words like "uh", "um", "like", "so", "and", etc. It is important to practice your presentation so you feel comfortable and know what you are going to say. Different people use different filler words. Recognize what your filler words are and be aware of when you use them.

9. **Maintain a Natural Pace.** It is normal to be nervous while you present. When this happens, we tend to increase or decrease the speed in which we present. Be mindful of this and practice a pace that feels conversational. The more you practice, the better you will be during the day of your presentation.

10. **Avoid the Screen.** When you present, it may feel natural to look at the powerpoint or screen for guidance. While this is okay to do occasionally, avoid doing this frequently. When presenters do this, it gives off the appearance that they are not prepared. Practice your presentation without looking at the screen and it will be much easier during your presentation.

11. **Questions.** At the end of your presentation, the audience may ask questions or request more details. Think about what questions the audience may ask and practice answering them prior to your presentation.