

NOVEMBER 2025, v1.1.

HOW TO PRESENT AT THRIVE

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Resources

Here is a list of resources referred to in this guide. If something is missing, or needs to be updated, you are welcome to change it in the living document.

Otherwise, let the #wiki Slack channel know.

Resource
Presentation Template (Google Slides): https://docs.google.com/presentation/d/1YFs6YyYAyRa_Kl0xMHqMmZiVe7sbVUOWhNRm04LfS8A/edit#slide=id.g2e11cf0257c_1_31
Presentation Training Slides: https://wiki3.strive2thrive.earth/wp-content/uploads/2025/07/How-to-Create-and-Present-a-Presentation-v3.pptx
Free-to-use Images: www.pexels.com
Download our fonts here: • Bebas Neue (Headings): https://fonts.google.com/specimen/Bebas+Neue?query=bebas+neue • Gotham (Body Text): https://freefontsfamily.com/gotham-font-family/
Edit presentation recordings with: • ClipChamp (Windows): https://clipchamp.com/en/video-editor/ • iMovie (Mac): https://www.apple.com/au/imovie/
Upload presentation recordings to: https://nextcloud2.strive2thrive.earth/
Data Storytelling Training Video: https://youtu.be/fb3ZhXq-dJg

Google Slides is the default program we use for presentations, though Microsoft PowerPoint can be used if you have access to it.

Presentation Checklist

Here is a list of requirements for presentations.
By doing these, you can make a good presentation:

- ☐ Titles must be 10 words or less.
- ☐ Titles must relate to the contents of the presentation.
- ☐ For each slide, **USE BEBAS NEUE FOR SLIDE HEADINGS**, and Montserrat for all other text.
    - ☐ If using PowerPoint, download the fonts here:
        - ☐ Download Bebas Neue.
        - ☐ Download Montserrat.
        - ☐ Once downloaded, add them to your computer by clicking on them.
- ☐ Use the Presentation Template as the basis of your presentation.
  To use:
    - ☐ Click this link to open the Presentation Template.
    - ☐ Go to File > Make a Copy.
    - ☐ Make sure you keep all content within the pink rectangles.
    - ☐ *Do not change text colours.*
    - ☐ **Once you add your content, remove:**
        - ☐ The pink rectangles.
        - ☐ The blue-highlighted text on the right side of the cover slide (that reads “Replace this image…”
        - ☐ All slides that do not relate to your content.
- ☐ Have no more than 2-4 points per slide. If there are too many points, split them into multiple slides.

On the cover slide (Slide #1), make sure you:

- ☐ Replace “Name of Series” with the name of the presentation series (i.e, Endangered Species, Research Presentation, Smart Communities).
- ☐ Replace “Insert Topic of Meeting or Event Here. Replace picture with something appropriate for your topic.” with the title of your presentation.
- ☐ Under the “Host” and “Presenter” fields, write the *full names* of any hosts and presenters. If none exist, remove them.
    - If you are creating a presentation to be shown during a meeting (such as a Research or Cluster presentation, remove the “Host” field).
- ☐ *Do not add any other fields.*
- ☐ Replace the cover image with something related to your presentation topic.
  If you replace the image, make sure:
    - ☐ It covers the background completely.
    - ☐ You remove the image of solar panels.

When you present:

- ☐ Make sure your video feed is always visible.
- ☐ Have your head take up 1/2 the height of your camera feed, and make sure it's in the centre of your camera feed.
- ☐ Have someone else record the presentation when possible, and make sure the slides are as big as possible on their screen.
- ☐ If you record, use “Speaker View”, or the other camera feeds will cover the slides. To do this, click the “View” button at the top-right of the Zoom window, and click “Speaker”.

After your presentation:

- ☐ Cut out any parts that are before or after a meeting. Use these video editing programs:
    - ClipChamp (Windows): https://clipchamp.com/en/video-editor/
    - iMovie (Mac): https://www.apple.com/au/imovie/
- ☐ Make sure meeting recordings are placed in a folder, and name the folder as follows:
    - YYYY-MM-DD HH.MM.SS THRIVE (Name of Channel) Meeting hosted by (FirstName) #(Last Two Digits of the Current Year).(the Current Week, as seen here)
    - For example: 2024-08-06 THRIVE Engagement Meeting hosted by John #24.32
- ☐ Then upload the folder to NextCloud.

These items are not required, but are recommended for better presentations:

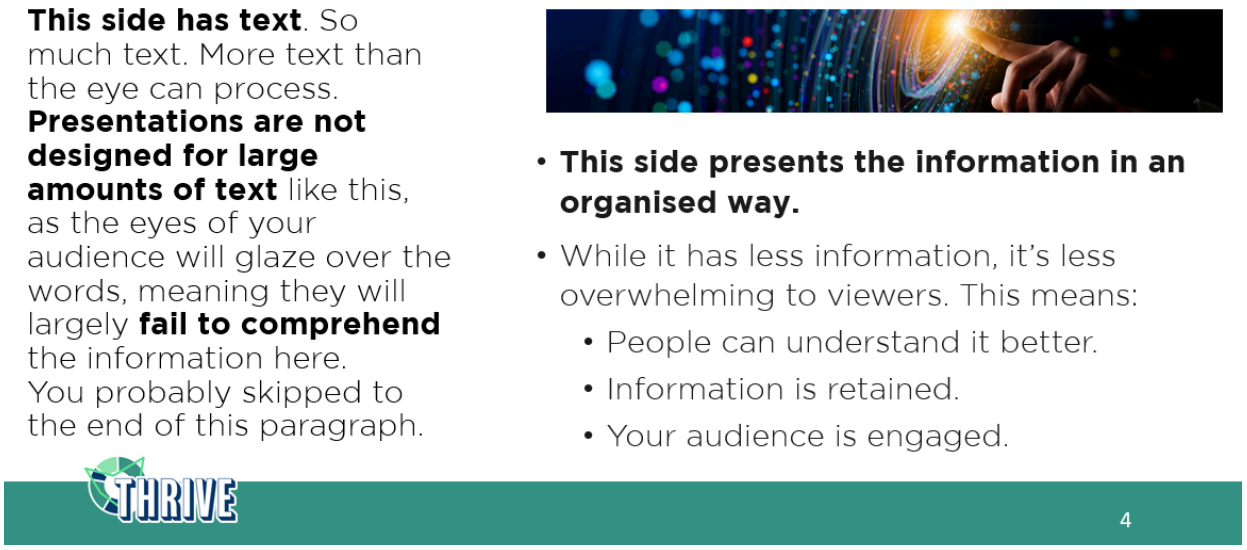
- ☐ Remember that presentations support your words, not replace them.
    - ☐ Speak all your points, and only show the most important ones onscreen.
    - ☐ Write down what you will say in a document and have it next to you when you present.
- ☐ Break up your content into sections (with a subheading slide at the start, and summary slide at the end).

Introducing Presentations

Presentations are a great way to engage people and convey information, from research data to pitches for new initiatives, and everything in between.

However, some presentations are better than others.
So how do we make engaging presentations?

Presentations work best when they show information clearly, and the presenter can speak the information well.



One of the biggest mistakes in many presentations is too much text in your slide.

Unlike documents, people will often struggle to comprehend large amounts of text, as presentations are designed to show information visually, not through reading.

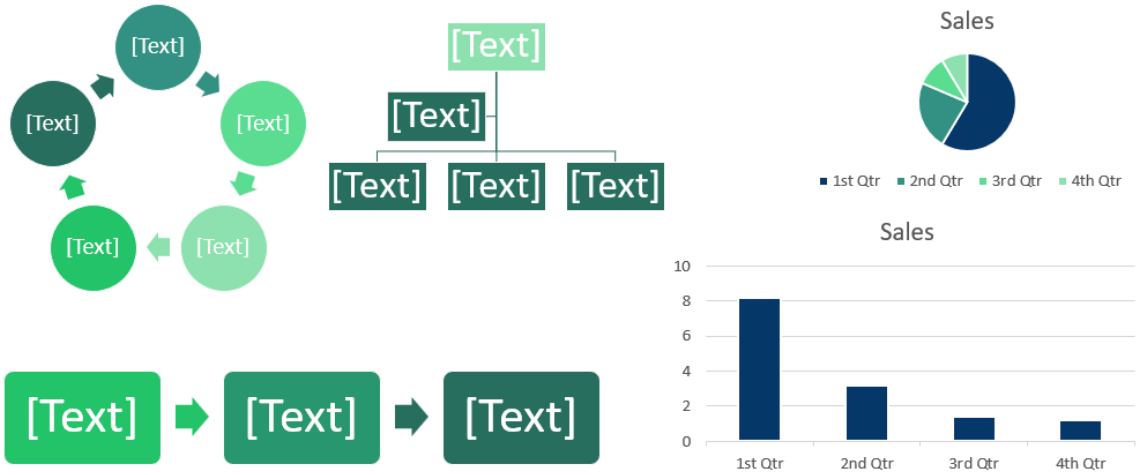
This is often because they place everything that the presenter will say in the presentation. This is a bad idea, as too much information on any one slide overwhelms people.

Here is a solution:
You, as the presenter should speak most of the information.

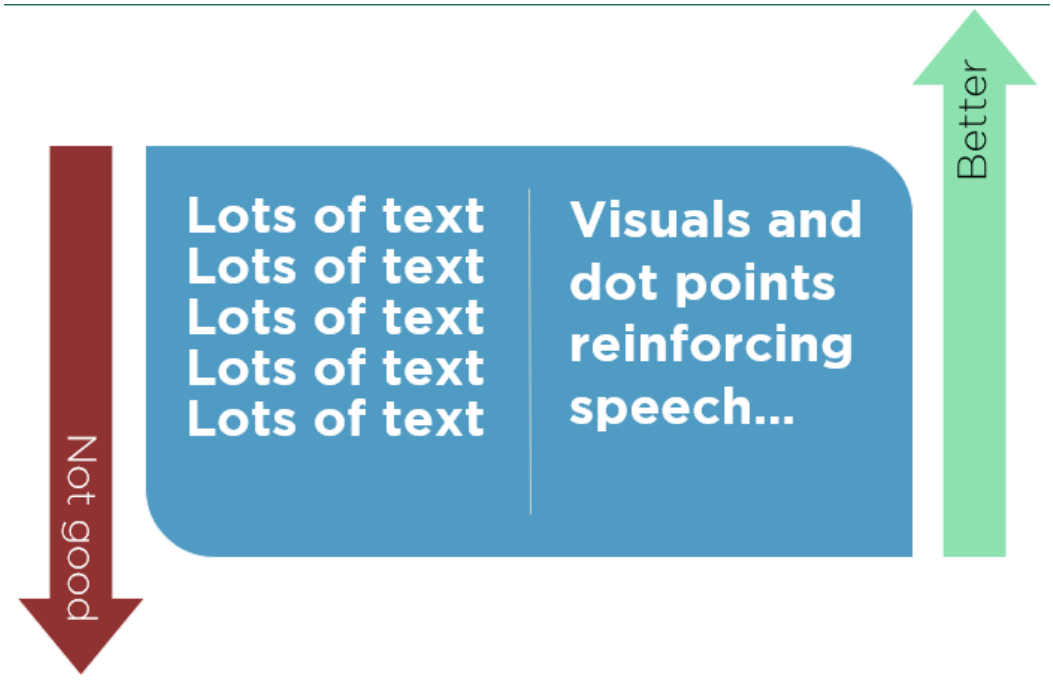
Instead of writing everything onscreen place everything you want to say in a document, print it, and place it beside you, or open it on another device such as your phone.
If there is an upright surface or object, you may even lean your paper on it.

On your slides, arrange your information into dot points, and leave space between each dot point if you can. There should be no more than **2-4 points per slide.**

Slides that **reinforce the main points** of your spoken words, rather than replace them, will be far easier to understand, meaning that they will take more information from your presentation.



Additionally, instead of using text, convey information and messages **visually** when you can, such as through **images, graphs, and diagrams,** for example, the below image provides an example of how you can show your message visually, with far fewer words:



Presenting Your Information Visually

Getting Started



When creating a presentation for the THRIVE Project, make sure you use the presentation template here.

Once you do so, follow these instructions:

- Go to File > Make a Copy. A popup should appear.
- Rename the presentation to what the presentation is about. If you have a title for your presentation, use that as the name.
- If you can, create a title that summarises your contents – we also use this in the video of your presentation.
- You may rearrange slides by dragging them in the side bar on the left.
- You may add or remove slides by clicking “New Slide”, or by right-clicking an existing slide in the left side bar, and selecting “Duplicate Slide”

Presentation Titles

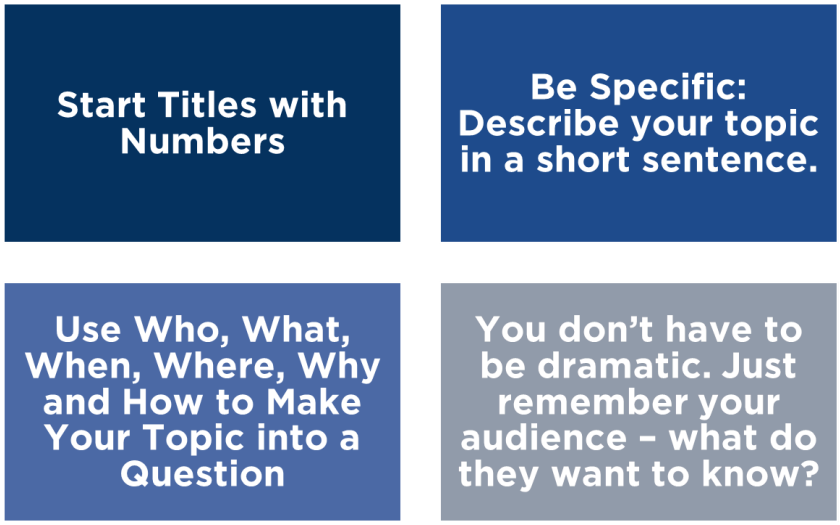
To grab someone's attention, you need a title that captures what the presentation is about

Can you summarise your presentation in one sentence?

To do this, consider:

- Who the presentation is for.
- Why would they watch your presentation?
- What question(s) can your presentation answer for your audience?

Some other ways of doing this include:



1. Start Titles with Numbers

This makes people curious. It also provides a structure for your presentation, by defining the number of points you plan to discuss. Examples include:

- 5 Methods of Preserving the Oceans.
- 3 Issues, 1 Solution: The Answer to Food Security
- Seven Reasons Why Education is Crucial

2. Be specific

Define what you are discussing, by focusing on the specific item / items you are discussing, not the topic it exists in. This makes it clear to audiences what you will explore.

An example of a bad title = Fast Fashion
An example of a good title = Fast Fashion: What is the real impact on our environment?

3. Make your topic into a question

Using words like these to start your title can create curiosity, as those interested by the topic may become interested in finding out the answer to your question. Examples include:

- Who – Who do we hold accountable when there's not enough climate action?
- What – What are climate change modelling impacts?
- When – How to motivate yourself when you don't feel like it
- Where – Where does the waste of all our gadgets end up?
- Why – Why moving towards a green hydrogen economy benefits us all

Crucially, it's important to remember your audience - what do they want to know? Frame your title around something that they would want to know more about.

Making a Good First Impression

They say it takes just 7 seconds to make a first impression. This affects how the rest of the presentation is perceived.
The THRIVE Project is a trustworthy and professional source of information, so it's crucial that our materials reflect this.
This means the first slide is crucial to making a good impression. Observe these examples, and consider which gives a better first impression.

First Slide	The Impression It Gives
	There are numerous issues with this, including the text and images being scattered around, the fonts and colours not matching, and the image not relating to the presentation. ***What impression does this make for you?*** Would you watch the rest of the presentation?



In contrast, look at how the logos and text are aligned, professional-looking fonts are used, and the image relates to the topic.

This gives a much more professional-looking impression.

One of the biggest reasons we use presentation templates is to ensure that we make a positive first impression.

The First Slide



The first slide is crucial to not only creating a professional-looking presentation, but also showing what the presentation is and who is presenting. To this end, the following numbered sections should be filled with the following information.

1. The name of the presentation series. This should be:

a. ***Research Presentation***, for any research meeting presentations.

b. **The name of the cluster** (for example, *Biodiversity & Nature*), for any cluster presentations.

c. **The name of the series**, if your presentation is part of a series of presentations, (such as *Endangered Species*)

2. The title of your presentation - summarise what you will discuss in a sentence.

3. Replace all text after “Presenters” with the names of those presenting.

    a. **If you are the only person presenting**, *change “Presenters” to “Presenter”*

    b. **If there are no presenters**, or the presenter is likely to change each time this presentation is used, *remove the text completely.*

After you add this information, **replace the image with something related to your presentation.** Find and download a suitable image that relates to your topic from **www.pexels.com**, then right-click the image in the presentation, and select **Replace Image > Upload from Computer.**

Then, select the desired image, and move it until it fills the entire space.

How Should You Arrange Your Presentation?

Write down every single item you wish to discuss (including facts, figures, and thoughts you wish to share). Then group similar items together.

For example, you might have a presentation about the Amazon Rainforest. You might start by writing the following:

- The Amazon Rainforest is 6.7 million km squared.
- It is threatened by logging.
- Wood is used extensively for furniture.
- The Amazon Rainforest’s ecosystem benefits the creatures within it.
- Loss of habitat is a concern.
- We should stop logging.
- The Amazon Rainforest provides a significant amount of the oxygen we use to breathe.
- Many creatures such as the macaw are dying due to human activity.
- If we can stop logging, we can preserve the creatures that live within the rainforest.
- If we can rely on alternatives to wood, this will reduce logging.

This is an example - your presentation will likely have many more points.
Now try grouping your topics and points in the following order:

Introduction: What is your topic, and why is it relevant to your audience?

Problem: Discuss any issues that need to be solved and why they are issues, and / or what you were trying to find out. For multiple topics, discuss each problem one at a time, then summarise them all before moving to solutions.

Methodology: If you are discussing a research paper, or were aiming to find out something through your own research, discuss how you planned to find it out.

Solution / Results: Discuss how the issues you discussed can be fixed, or the results of your research / discoveries.

Conclusion: Summarise the findings and how they can be applied to the topic. If the audience can contribute to solving the issue, discuss this here.

For example, if we take the points above, we could group them like so:

Introduction:

- The Amazon Rainforest is 6.7 million km squared.
- The Amazon Rainforest provides a significant amount of the oxygen we use to breathe.
- The Amazon Rainforest's ecosystem benefits the creatures within it.

Problem:

Problem #1:

- It is threatened by logging.
- Wood is used extensively for furniture

Problem #2:

- Loss of habitat is a concern.
- Many creatures such as the macaw are dying due to human activity.

Methodology:

- Not applicable, did not do own research.

Solution / Results:

- We should stop logging.
- If we can rely on alternatives to wood, this will reduce logging.

Conclusion:

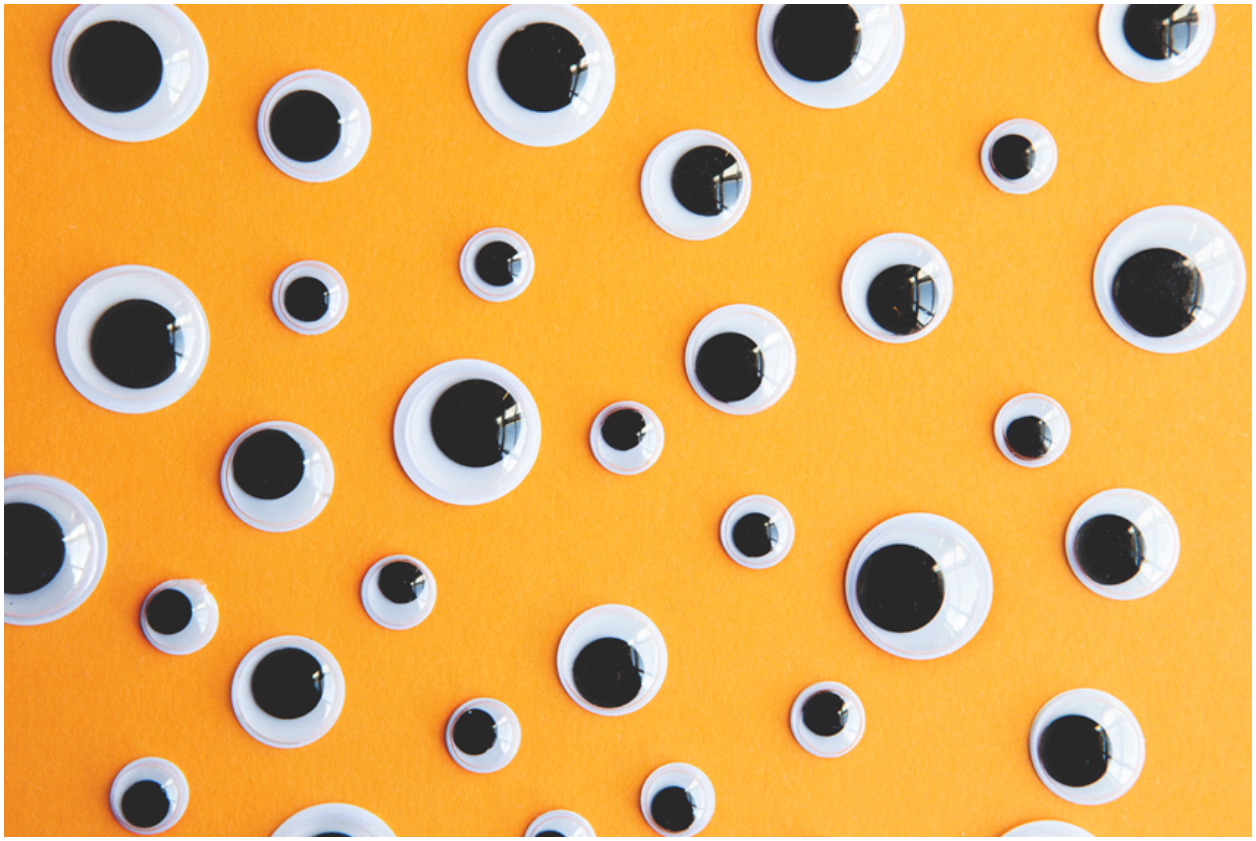
- If we can stop logging, we can preserve the creatures that live within the rainforest.

For each section, highlight the most important points. Place 2 - 4 points in each slide. If you need to add any more points, there should be no more than 2 - 4 points in a slide unless necessary.

Place all other points in a document, and expand upon them as needed to contain all the information you wish to say.

It is better to have too many slides than too few. For instance, the Presentation Training presentation has nearly 40 slides - but as long as each slide contains only the most important points, it will be easier for audiences to understand the information than 20 slides filled with text.

Drawing the Eye Through Visuals



Did you know? A picture is worth a thousand words.

Visuals don't just exist to look good, they can draw the eye to important information, or reinforce your message. This can be more than a picture; it could also be a graph or diagram.

For example, the picture of eyes above reinforces the idea of 'eye-catching' visuals.

Visuals help people understand your presentation, meaning they will be more likely to take in your information.

What About Videos and Animations?

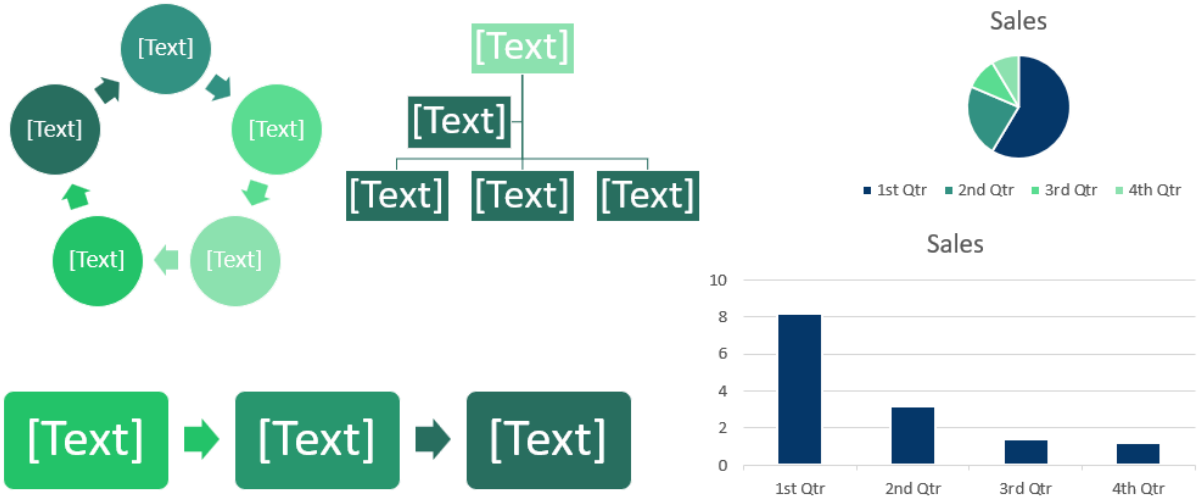
Videos can draw the eye more quickly than images or text.

If you have a video example, it can be very effective in reinforcing your information, but beware - it can take up several minutes of your presentation.

.

Animations and transitions can be appealing when used occasionally.
Use them sparingly to reinforce your points, and use subtle transitions such as wipes and fly-in animations. Don't let the animations draw viewers away from your information!

Using Diagrams to Show Information and Data

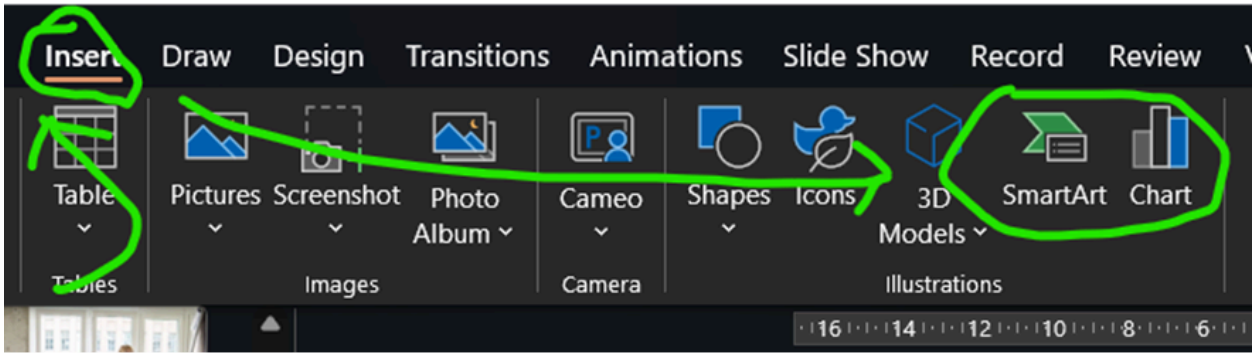


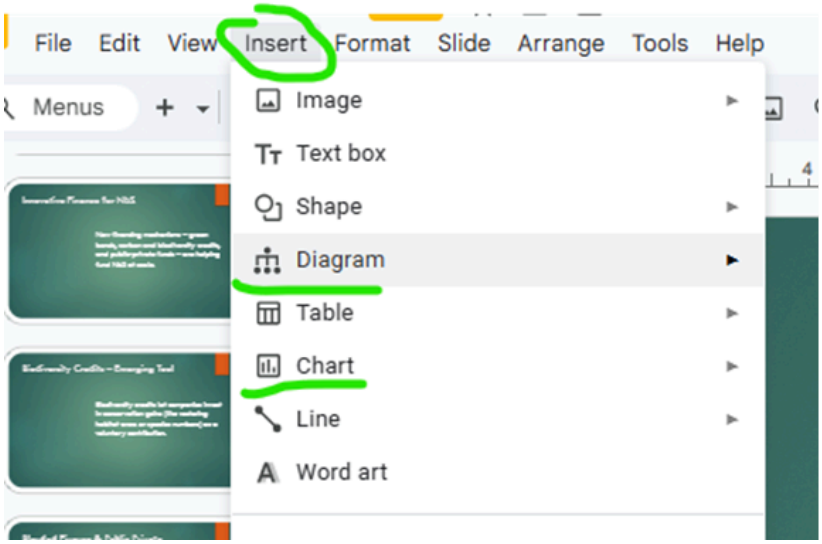
Diagrams and graphs can be used to show information visually instead of pictures - these are best for pieces of data, or if you wish to show a connection between two or more points.

For example, the diagrams on the left are examples of how information can be linked together, such as through showing advancement from one item to another, a cycle, or show multiple links between items (such as in a hierarchy).

Charts can be used to show changes over time, draw comparisons between multiple data values, or emphaisise one data value over others.

Adding Diagrams and Graphs





There are many kinds of diagrams and graphs - see which ones are best for your information.

If you wish to add a diagram, or view all possible diagrams:

- **In PowerPoint:** In the top menu, click Insert > SmartArt
- **In Google Slides:** In the top menu, click Insert > Diagram

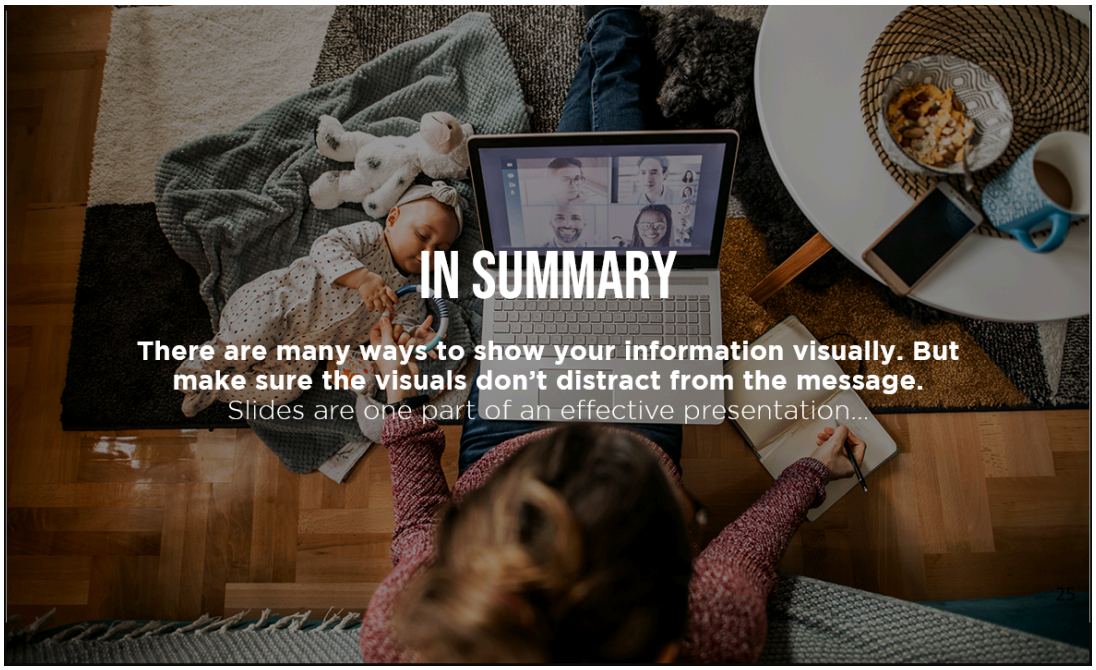
If you wish to add a graph, or view all possible graphs:

- **In both programs:** In the top menu, click Insert > Chart

To edit the data in a graph:

- **In PowerPoint:** Right-click the graph and select “Edit Data” in the menu.
- **In Google Slides:** Click the graph, then click the dots menu in the top-right of the graph. Click “Open Source” in the menu.

Summarise Your Information



Notice how the ends of each section have a summary slide? This is useful for ensuring that everyone understands your points before moving on to the next topic/section.

To create one, duplicate the summary slide(by clicking it in the left side bar, and selecting “Duplicate Slide”), and write 1 - 2 sentences on what was discussed in the section. You may also write a sentence afterwards about what the next section will be.

Add a Call To Action

The end of your presentation is a good opportunity to make engaged viewers act. But you must tell them explicitly what they should do next, or they won’t do it. To this end, if you wish to get your audience to do something, tell them a specific action they should do.

If you simply tell them to ‘do something’ they will do nothing.

Some examples of good calls to action include:

- Click this link to find out more.
- Click this link to see how you can apply these findings.
- Follow me on social media.
- Download our white paper.
- Contribute or donate to our cause.
- And many others.

Running an Effective Presentation

Good presentations are not just about the slides - they are about effectively presenting yourself as well. We will discuss how to present yourself effectively, so your words and ideas can come through clearly.

Presenting Yourself Well

It's important that you are not only visible, but that you appear organised and ready - here are some ways that you can do so.

- **Make sure your video feed is always visible.**
- (in Zoom) Make sure the person recording has your camera feed pinned. To do this:
    - On the screen that is recording the meeting, **use Speaker View in Zoom.**
    - In Zoom, hover over the camera feed of the person speaking, **click the dots menu at the top right, then click "Pin".**
    - In Google Meet, your presentation will automatically take up most of the screen.
- Make sure your face is in the **middle of the feed**, and not cut off at the edges.
- **Use filler words as little as possible** (i.e, um, ah, you know, etc…) - as these make your ideas harder to understand.
    - If you cannot think of what to say, don't be afraid to pause for a couple of seconds – people won't notice.
- Make sure **your background is a blank wall** or as unobtrusive as possible.
- **Do not overlay your face** onto the slides. It blocks the information on them.
- **Mute everyone else,** and make sure everyone else remains muted. This should prevent audio interference from others, which damages the voice track.
    - NOTE: It is impossible to remove sound interference through video editing, as recording programs often merge all sounds together into a single voice track.
    - If our video editors cannot remove a sound without damaging the sentence it appears in, it will likely be removed.

Write Down What You Plan To Say, and Practice

It's also important to speak clearly and confidently, with as few filler words as possible. To this end, it's important to practice what you will say.

Just to emphasise again, don't write all your information in presentations, only the most important items.

To practice your words, write everything you plan to say in a document. Print this and place it near your device.

- If you can, use an object or sticky tape to hold it upright, so you don't have to look down to read your words.

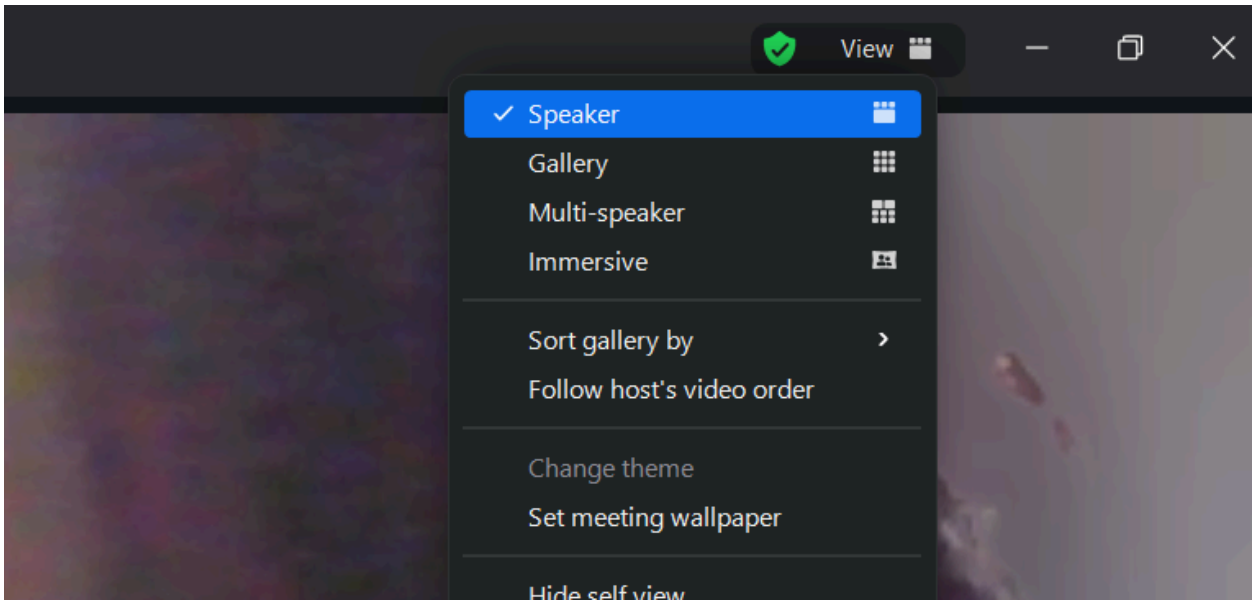
Practice what you will say a few times, until it sounds as natural as possible.
If you find that you tend to move off camera, you may practice your words to a mirror to practice keeping your head still.

Presenting Your Slides

When presenting your slides, get someone else to record your presentation if you can. In Zoom, the person sharing their screen cannot adjust the positions of camera feeds.

Ask the person recording to make your slides as large as possible on the screen (while making sure the camera feed doesn't cover the slides).

If that's not possible, click the "View" button at the top-right of the Zoom window, and click "Speaker".

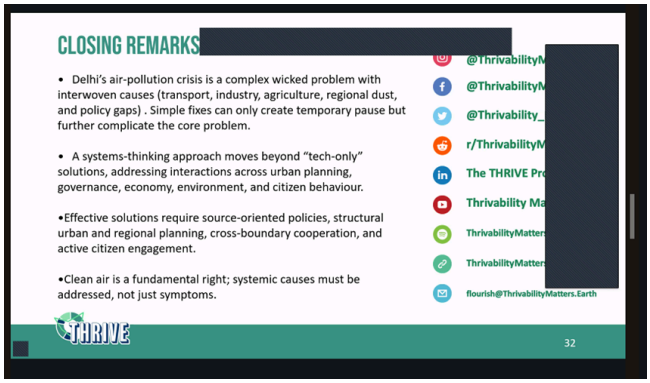


Troubleshooting

Glitches often occur when your bandwidth is low. These include frozen video feeds or video feeds overtaking slides.

You can fix these by:

- Testing your internet connection beforehand.
    - We recommend using a site like this: https://www.speedtest.net/
- Closing unneeded programs.
- Pre-recording your presentation beforehand by opening a personal meeting in Zoom and recording that instead.



Also, sometimes, when you share your screen, people may see black or grey boxes covering parts of the screen. If this happens, you may fix it by:

- Clicking “Share Screen” in the bottom menu, then unticking "Optimise screen share for video", if this is ticked.
- If that doesn't work, press CTRL, ALT, SHIFT and H at the same time to hide the menu bar.

Good Presentations Can Be Made Into Videos

A well-crafted presentation can be reused as a video.

This allows you to reach a wider audience, as they can be viewed at any time, wherever it’s convenient for them.

You can also show your ideas and presenting skills to more people – thus it’s more likely to unlock opportunities for your research.

After the Presentation

You will need to:

- Edit your recording to remove any parts before and after a meeting. Use a freely accessible program such as ClipChamp (Windows) or iMovie (Mac).

- Save your recording and presentation into a folder. Upload this to the Uploads folder in NextCloud. Name the folder with the naming convention below:
- yyyy-mm-dd hh.mm.ss THRIVE (team_name) Meeting hosted by (thriver_name) #yy.ww

For example: 2022-08-06 18.00.00 THRIVE Engagement Meeting hosted by Someone #22.33

Version Control Information

Updated by: (@name)	Version Number	Update Description	Reason	Date (as dd/mm/yyyy)
@Justin	**v1.0**	First Draft	First Draft	**09/07/2025**
@Justin	**v1.1**	Added presentation checklist	Instructions needed more clarity	**08/11/2025**