**Tips on Printed Portfolio**

- Don’t forget to edit/clean up your sample works. Put only your best stuff in the portfolio.

- Check for typos!

- Try to build in the time while assembling your portfolio to be able to have a copy printed and bound that you can then review before having the **final copies** printed and bound. You may discover that the formatting was awful and or find lots typos that you previously missed from just reading it on the computer screen.

- Remember why you chose that issue paper topic in the first place—it’s important that the topic propels you forward. This enthusiasm would in turn be obvious in your presentation.

**Tips on Presentation**

- Make sure text and pictures on slides are clean, professional, and impactful (e.g. use sufficient negative space, non-distracting colors and effects etc.). Avoid having massive blocks of text on them.

- Your presentation is much like telling a story that have a beginning, middle, and end. One presenter broke her presentations into parts and that helped to make it not as daunting for her, and easier to track yourself time-wise.

- Know your presentation like the back of your hand (you should be able to recite it without looking at the slides). To just turn around and read straight off of your slides, or hide behind the computer and just read off of your notes are not exactly good presentation strategies.

- Practice in front of people (friends, family, etc. -- anyone and everyone who is willing to listen!!) and get feedback from people of different specializations (e.g. if you’re Archives, ask people from public/ academic/ special libraries). Practicing would definitely boost your confidence during the actual presentation, and may help you to think through and come up with answers to common questions in advance without all the pressure. This is the best way to prepare and to become more comfortable with the information you are sharing in conjunction with the slides you are showing. One presenter even did a proper rehearsal—outfits and all!!—and found that to be tremendously helpful.

- The department is good at allowing you to practice your presentations in the room you’ll be giving it. Use this opportunity to test out the technology components (i.e. computer, projector, clicker etc.), so that you don’t have to fiddle around with them that much on D-Day.
• Dress professionally! Make sure your clothes fit well and aren't wrinkled; hair should be away from your face and groomed. Little things like stains on your clothing or a way too short skirt are highly distracting and unprofessional.

• Know what your panelists specialize in and anticipate what they will ask.

• Get a good night sleep and breakfast.

• And finally... Practice, practice, practice!!!!!