



# DISRUPT

## SPEAKER GUIDELINES

Thank you for your interest in giving a presentation at DISRUPTHR! We're extremely grateful for your help in making this a standout event.

### All speakers must adhere to the following simple rules:

1. Your topic teaches something of social or professional value.
2. Be prepared for your presentation. (Don't miss the submission deadline, respond to emails, etc.).
3. Your presentation cannot include any video or audio.
4. No pitching / promoting a business - including your own. (The audience really doesn't like it, so we don't allow it for your own safety.)

### Speaking

1. Be different!
2. Go beyond just being entertaining.
3. Teach something (but not TOO much... you only have 5 minutes)
4. Be qualified on your topic.
5. Don't talk about yourself the whole 5 minutes (booooring).
6. No pitching. Seriously. No company logos, URLs, etc. Save it for the bio.

### The Rules of DISRUPT

1. The DISRUPT format is really simple. You **MUST** have 20 slides, and each slide **MUST** change automatically after 15 seconds.
2. Before you get started building slides, take 5 minutes and watch this:  
<http://www.youtube.com/watch?v=pPor5b7JLLE>
3. *An excellent talk, with a clear message told simply, with minimal text.*

### Putting your slides together

1. Treat the slides like a set of index cards that you use to prompt yourself for the next point. That way, if you get slightly out of sync with the slides it won't matter so much. (If you try to rattle through a list of bullet points you will inevitably mess up the timing). Use a single idea per slide and illustrate it with a nice clear image.
2. **At all costs**, avoid text-heavy "death by PowerPoint" slides as these definitely don't work for DISRUPTHR. Keep the number of words on each slide to a minimum – 5 words are plenty, since it's just a headline.
3. **Don't** use fancy animations like fading in text or images. You've only got 15 seconds; so don't waste it with animations.
4. **Practice timing**. Be sure you are practicing with auto-advancing slides! If you don't know how to set it up, here's some information on "how to" for Keynote or

PowerPoint. (Note: The PowerPoint video instruction is for a 20 second presentation. Remember, **it's 15 seconds for DISRUPT**).

5. You don't need to talk about yourself on the first slide – the MC will introduce you, and explain where you're from and what you'll be talking about. So just launch straight into an exciting and compelling opening and grab the audience's attention from the first slide.

### **Some suggestions:**

1. Do it without notes! If you structure your slides to be like index cards, the slide itself should act as your prompter and you won't need to refer to notes. There will be a monitor facing the presenter so you won't need to look back at the screen.
2. Make sure you practice your presentation a few times in front of a live audience (your partner, your colleagues, your cat) to get your timing right. You'll be amazed how fast the 5 minutes actually goes.
3. Learn a few things from the TED Commandments, which are a bit unwieldy in how they are phrased but offer stellar advice. (The same post has some good thoughts on different presentation styles as well.) **In summary they are:**
  - a. Don't give the typical speech you are known for if you're a frequent public speaker
  - b. Share something really inspiring/aspirational or previously unshared
  - c. Speak in a narrative
  - d. Reveal your passion and curiosity
  - e. Comment on other things happening in the room and be meta
  - f. Keep your ego in check
  - g. No spam or pitching
  - h. Laughter is good
4. No reading from cards and notes
5. Hit your cues.
6. Most of all, remember that DISRUPTHR is meant to be a bit of fun – it's an antidote to all the boring conferences and lectures that people are used to. So make your presentation entertaining, grab a drink, and enjoy yourself.
7. WATCH THIS: <http://www.youtube.com/watch?v=rRa1IPkBFbg>
8. Here's a talk about giving an Ignite talk, which our rules apply to.
9. What format?
10. If you're using PowerPoint (PC or Mac), save your slides in either PPT or PPTX. If you're using Keynote (Mac), export your slides and find a Windows machine to check the results on. Please note that we don't use Presenter's View so be prepared for this. Slides please to be set at 16/9 format
11. Don't worry about the 15 second timing on the slides if you don't know how to do it – we will set that up for you.
12. The projector will be set to a low resolution of 1024 x 768 so don't include any fine details – you should be able to read your slides clearly while standing a few feet away from your laptop. If you can't see it, neither can the audience.

**Stuck?**

If you need any help, or you're stuck for ideas, drop us an email via [janet@engagementdynamics.com](mailto:janet@engagementdynamics.com) and we'll do our best to help.

Thanks again and see you at DISRUPTJOZI.

*Need some more inspiration? Check out all of the prior DisruptHR talks at <http://disrupthr.co/>.*

