

## Visual Aid guidelines

Visual Aids are a useful add on to your talk and an engaging part of communicating your message to those who may struggle with words.

### 10 Guidelines

**1. Make sure it is relevant**

Unrelated aids distract the audience, don't use one just for the sake of it, Visual aids are great at explaining complex ideas and aid memory

**2. Explain the aid**

Even if it seems obvious, don't assume your audience know it is, make sure the audience can fully understand the aid and context

**3. Maintain eye contact and face the audience**

Don't stare at the visual, eye contact gives you feedback on how the aid is being received. DON'T TURN YOUR BACK!

**4. Ensure the audience can see it**

Don't stand in front of it, Check the room ahead of time, check audio volume, check image quality, when using small things, show it to the whole room.

**5. Keep it hidden until you need it**

Prep your tech beforehand if you have a big reveal, don't pull the slide out too early. Once you have revealed it, put it away, it continues to be a distraction.

**6. Avoid passing things through the audience, unless that's the main point**

Takes focus off you, can be damaged, it distracts at least 3 people. The person handing it on, the person with it, the person about to get it.

**7. Know your technology**

Practice with the tech and get to know it, it helps overcome issues and if you can't understand how to make a certain aid work, don't use it.

**8. Remember Murphy's Law**

If anything can go wrong, it will go wrong!

Have a back up plan, which includes no tech whatsoever.

Be prepared to do a talk with nothing before you add slides, video and other aids.

**9. Practice Practice Practice**

Self explanatory... try practise on site if you can, give the tech person a run through.

**10. Check that its legal and safe**

COPYRIGHT! Cite your sources, try not to use dangerous props. Swords, animals, children. Epilepsy warning.