

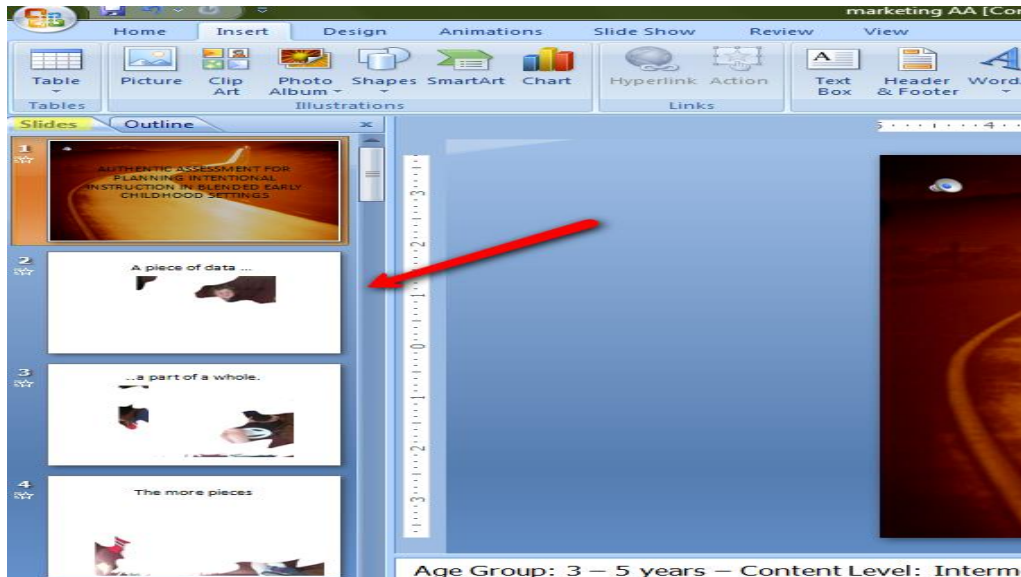
Making a Dynamic Pecha Kucha Session (And Timing Slides in PowerPoint)

Pecha Kucha sessions are designed to captivate and maintain the interest of the audience by providing presentations that are relatively short, simple, yet engaging. Pecha Kucha sessions last for 6 minutes 40 seconds, with each presentation having 20 slides with a 20 second time limit for each slide. Presentations are generally not recorded but are offered live. In this way, one must time their slides in accordance with this time limit and practice speaking about each slide for that period of time. However, it is conceivable that a distance educator might choose to deliver lecture in this format, in which case the instructor would need to record sound following this same guideline. This could be done in Powerpoint or using an outside recording technology; however, it is beyond the context of this brief introduction to detail those steps here. Using a Pecha Kucha approach to presenting helps to keep the presentation focused on the concepts and points that are important, without adding fluff or unnecessary detail.

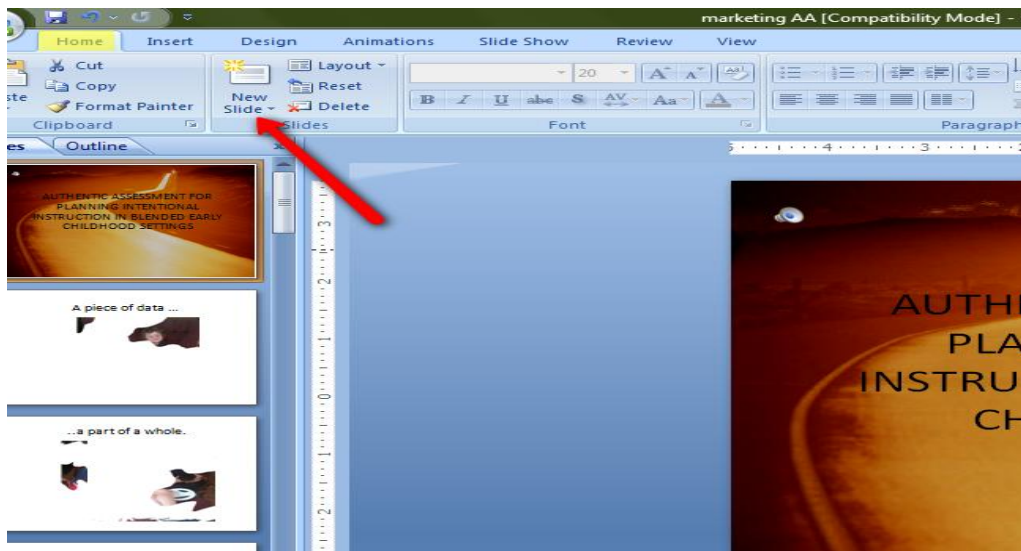
Pecha Kucha sessions began in Tokyo in 2003 as a means to attract people to a deluxe event center that had just been opened by the two architects (Astrid Klein and Mark Dytham) that devised this concept. This venue was constructed to be a space in which designers could meet and showcase their work; using Pecha Kucha sessions to allow more designers to share their work meaningfully and without talking too long was the aim. Since then, many others around the world- both professionally and otherwise- have embraced this concept. Designers and artists can use it to showcase work, researchers to showcase results, and in many communities Pecha Kucha nights are held in bars or other establishments where anyone can apply to present a topic for which they are passionate (something like an open mic night). In the field of special education, Pecha Kucha sessions will be held at the DEC conference in Kansas, City Missouri during October 2010 as well as the CEC conference that will be held in National Harbor, Maryland in April 2011.

How Do I Create a Pecha Kucha PowerPoint Presentation?

Before you time your slides, you must have your 20 slides prepared. This does not mean they must be final. However, you should have 20 slides open in your slide tab so that when you apply the time settings, no slide is missed.



Remember, you add slides in the “Home” tab.



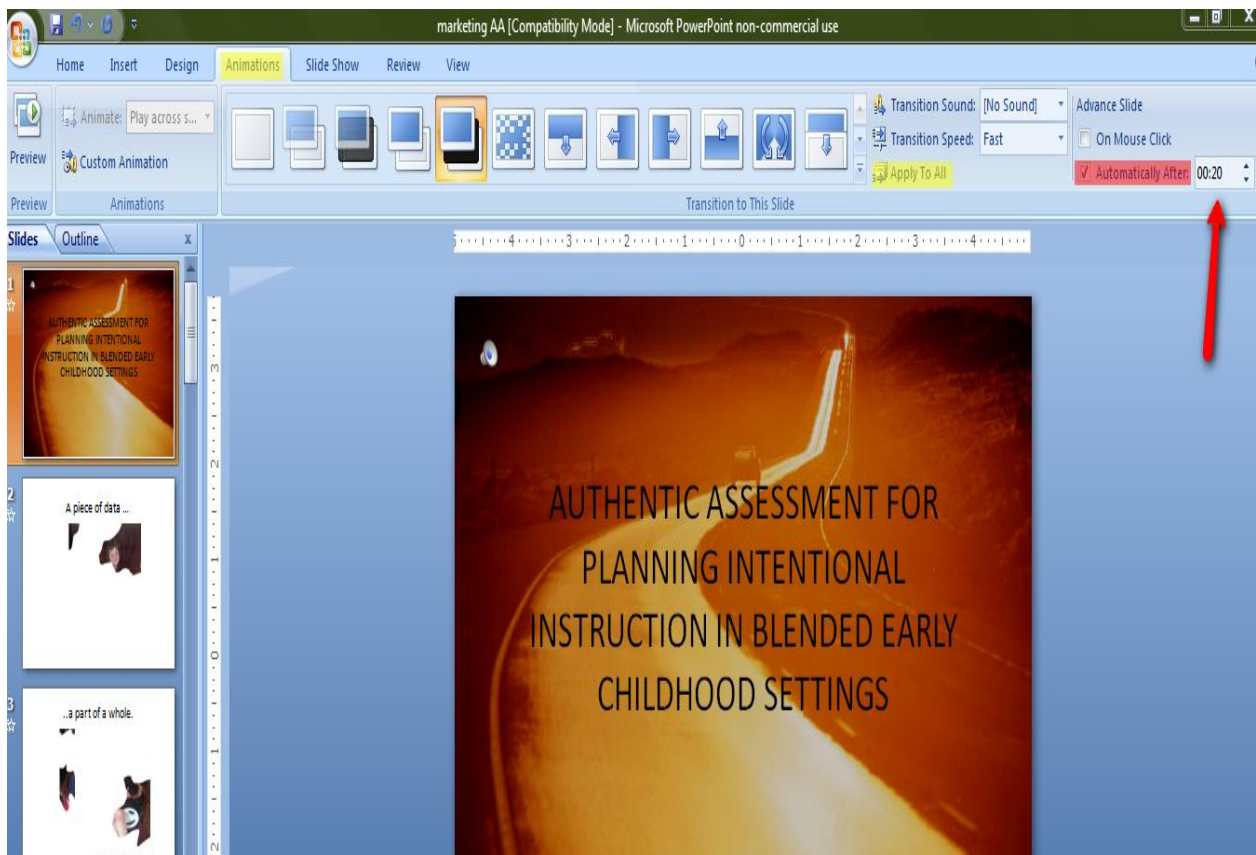
When creating your slides, keep the following in mind:

- You should not read off the screen during your presentation, and instead should provide a main idea, concept, or visual (i.e., graph, table, chart, etc.) for each slide. A main idea may be more than a few words or bullet points sometimes (avoid using simply bullet points), but the point is it should augment what you are talking about and help keep the audience focused. Think of yourself like a preschool story-teller with a visual/textual aid to attract the children's attention. Keep text minimal and to the point.
- If you would like to include graphs or other objects from documents you may have, you can copy and paste them directly into the slide (if you have them saved as picture files, you can insert them using the "Insert" tab, then "Picture". Be sure to adjust the size of inserted/pasted items so that it does not extend outside the slide borders and that it is readable (to check this, you can view it in presentation mode, which is explained shortly).
- Make the presentation visually appealing. Avoid light colors and use striking/high contrast between words, graphics, and the background.
- It is generally unwise to make use of all the 'fancy' animation options. These are far too distracting from the point of the presentation. Keep it simple, yet interesting.
- Have a solid idea of what you will talk about during each slide. Keep in mind each is limited to 20 seconds, so note that as you prepare the slide. When your slide seems to be done, it is a good idea to practice what you might say before finalizing the slide. You will also need to practice numerous times when the presentation creation is complete (noted again in what is to follow).
- If you select a design or use graphics, consider the versatile audience you will have. Will everyone be able to clearly see/read your slides?
- While you do not want to have text overpowering the presentation, you will use it. Always consider adding an appropriate graphic (either from a Google image search, Clip Art, computer file, etc.) to enhance the textually-based slides.

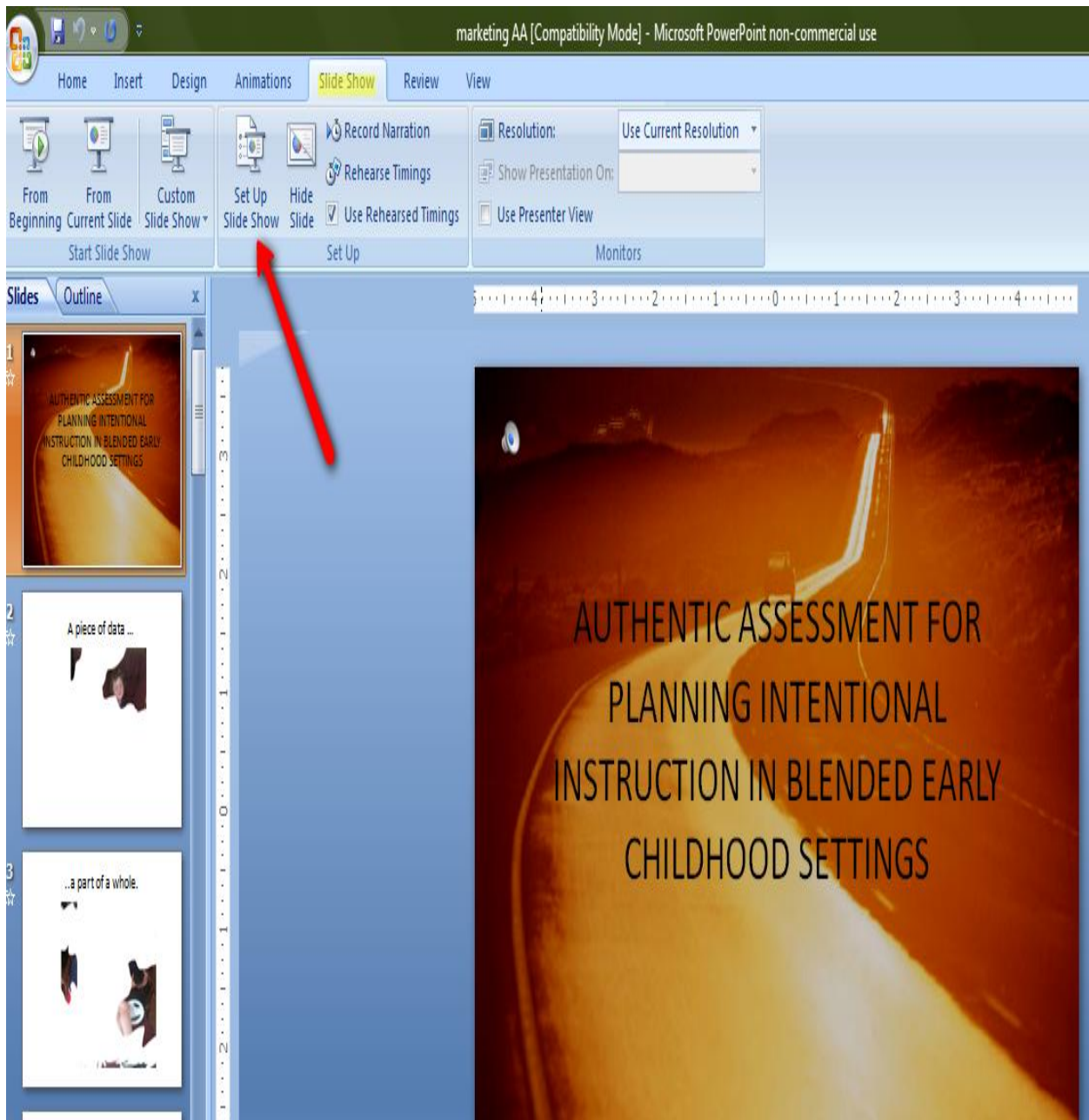
Timing Your Presentation

Timing slides in PowerPoint is straightforward. The following description will take you step-by-step in the process of timing each of your slides to move after 20 seconds during your presentation.

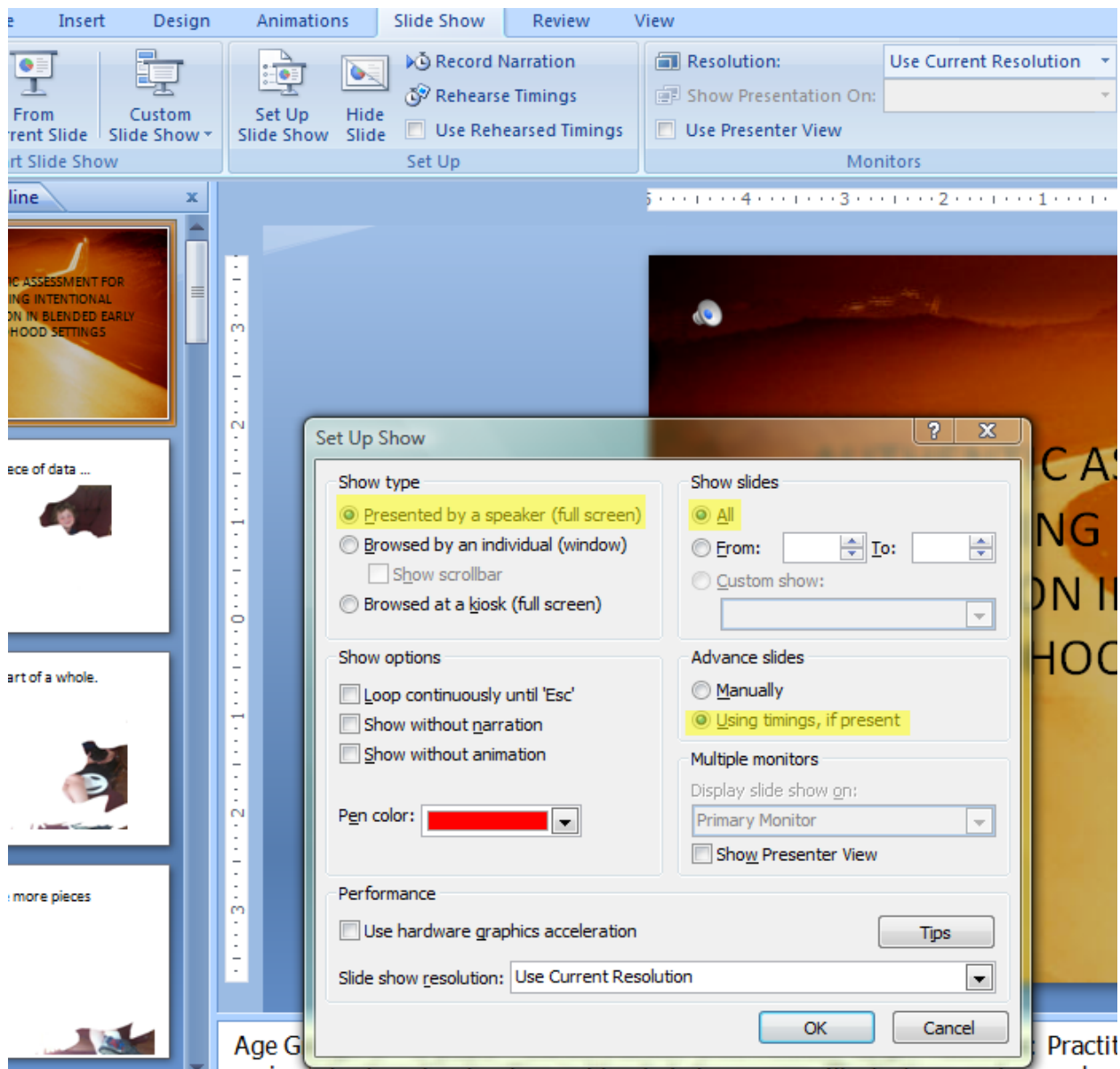
1. Once you have created your 20 slides for your presentation, you will select the “Animations” tab located in the top of the document (highlighted in yellow in the screenshot that follows).
2. You will then check the box that says “Automatically After” (highlighted in red in the following screenshot) and move the arrow up to reach 20 seconds.
3. You will also select “Apply to All” (highlighted in yellow below) to make the 20 second transition apply to all of your slides. This is an important step. Failure to select this option will apply the 20 second transition only to the current slide. **Please note:** PPT does not really ‘show you’ that your selection was applied. Please be sure to go to the next slide and follow the first step to double-check that 20 seconds have been applied there as well.



4. You will now need to ensure that your presentation is in ‘speaker’ mode. To do this, first go to the “Slide Show” tab and select “Set Up Slide Show”.



5. You will then select “Presented by a Speaker” as the Show Type, “All” for Show Slides, and “Using Timings, if Present” under Advance Slides (all of these options are highlighted below). Do not select anything for Show Options, After making these selections, click “Ok”.



6. Practicing your presentation to ensure you speak for 20 seconds on each slide is crucial. When giving your presentation, you want to make certain you are prepared to talk for the full 20 seconds that each slide is displayed, but no more. Practicing this skill will make the day of your actual presentation less intimidating, will maintain the audience's attention, and will help with the flow of ideas.

To practice, select “Slide Show” and then “From Beginning”. Do this many times leading up to the date of your presentation.

