

F10 Dealing with disasters

1 Equipment breaks down

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| Situation | <i>You have checked all equipment beforehand (☉F2, F6) and everything worked fine. But the overhead projector or the beamer stops functioning half-way through your presentation. A new one is not available.</i> |
| Reaction | Make sure that you have a piece of chalk or a whiteboard marker with you. In this way, you can pursue your presentation on the (white)board. Overhead projectors are more reliable than beamers, so make sure you always have some transparencies available when you have prepared something for the beamer/computer. |

2 Forgotten object

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| Situation | <i>Half-way through your presentation you find out that you have forgotten an essential object or a slide for your presentation.</i> |
| Reaction | Explain the audience exactly what happened, but that you will try to explain as good as possible what you intended with the object or the slide (use the board to explain it better). |

3 Asking questions (you have clearly explained beforehand that you do not answer questions during your presentation. The following situations can occur:)

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| Situation | <i>Somebody asks a very essential question.</i> |
| Reaction | When you get signals from your audience that more people face the same problem, you can still decide to discuss this issue. |

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| Situation | <i>Somebody asks a question merely to look interesting.</i> |
| Reaction | Always react professionally and friendly. If this person remains obtrusive become more explicit in your answers, by stating that the question has nothing to do with the object of your presentation. |

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| Situation | <i>You do not know the answer to a question.</i> |
| Reaction | Admit that you do not know the answer. You can offer to search for the answer or refer them to somebody who might know the answer. |

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| Situation | <i>Somebody keeps asking a question (again and again) without listening to your answers.</i> |
| Reaction | Try to remain calm and try to break through this wall of ignorance. If it still does not work, then conclude that you both have a different opinion about this subject (only in this very specific case) and leave it at that. |

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| Situation | <i>You feel that people did not understand your presentation because of the type of questions they ask.</i> |
| Reaction | You can decide to repeat a piece of your presentation and clarify what exactly it is about. You can also consider giving a short summary of your whole presentation and underlining the main points again. |

4 Lost your text

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| Situation | <i>You prepared your presentation well, but you lost your text in the middle of your presentation.</i> |
| Reaction | Take a break for ten seconds and try to recover that part of your story. If you do not manage to return to your story within ten seconds, admit that you forgot your text. You take some time to check your notes to recover your presentation. In this way, you clearly explain what you are doing and the audience will take note of this fact. This creates the best chance of pursuing your presentation without large damage. |

5 Attitude/Behaviour audience

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| Situation | <i>The audience is not very silent, moves around, and you get the impression that they do not like your story.</i> |
| Reaction | Try to get the audience on your side again by making a joke or making an obvious slip or try another way of presenting. |

6 Unexpected entrance

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| Situation | <i>Somebody is entering the classroom too late.</i> |
| Reaction | Stay focused on your audience. Wave this person in with your hand, but do <i>not</i> say a word! When you do not react yourself to the person that is late, the larger the chance that your audience remains focused on you instead of on the person that entered the class room late. |

7 Comforting moments

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| Situation | <i>To feel more comfortable during a presentation, a number of tips may help.</i> |
| Reaction | <ul style="list-style-type: none"> • You can change your slides more slowly, so that you create another five seconds of time to think. • You can look away from the room for a moment so that you have a number of additional seconds to relax and some extra time to think. • You can <i>drink</i> something so that you have some additional time to empty your mind. • You can <i>breathe</i> more deeply so that you create a number of free seconds. You can use these seconds to take some time to relax and think. • You can ask a <i>short question</i> to somebody in the audience so that you have some time to reconsider the following parts of your presentation. |
