

## DENTON AREA EMMAUS POWERPOINT GUIDELINES (BETA TESTING)

Adopted by DAEC Board July 12, 2004  
with a report back to the board following WALK #13

Hello speaker,

Thank you for answering God's call to share part of the Emmaus message, and also part of yourself, for the benefit of the Pilgrims. This guide is intended to supplement the official speaker instructions, provided by the Upper Room. When in doubt or conflict, please defer to the Holy Spirit and the Upper Room instructions. Questions or Suggestions should be referred to your Lay Director and/or Board Representative.

*When in Rome, do as Romans do...*

*1 Corinthians 9:22 - To the weak I became weak, to win the weak I have become all things to all men so that by all possible means I might save some.*

The intention to use PowerPoint as a presentation tool is based on a two truisms.

- 1) Many of the pilgrims and the inside team come from a corporate world and/or churches with significant A/V capabilities. They are used to learning from that format and your choosing to use PowerPoint may help assist with their learning style.
- 2) Within the same context, many of the speakers are used to presenting material using PowerPoint. Some Emmaus communities do not use visual aids of any kind, other than perhaps props. Others choose to use posters or overhead-slides to help focus core ideas. And while most of today's speakers may not use posters regularly, electronic tools like PowerPoint are relatively mainstream.

If this eases your presentation style, so that you can be more focused on listening to the Holy Spirit for content, or if you believe it will benefit the Pilgrims over some other visual aid, then this option is available.

*Galatians 6:14 - May I never boast except in the cross of our Lord Jesus Christ, through which the world has been crucified to me, and I to the world.*

*2 Corinthians 11:30 - If I must boast, I will boast of the things that show my weakness.*

Always remember that every talk is to be grounded in scripture and focused on the outline provided from the Upper Room. Presentation tools should never be used to dazzle the Pilgrims or lift one speaker's message over another, no differently than one set of posters in brilliant colors compared with another's black handwriting on white sheets. Because of this, the remainder of this guide is intended to help those choosing PowerPoint to provide a consistent and non-distracting learning tool.

Thanks again for answering this call to serve.

All tools and the most current PPT guidelines are available on the DAEC website at:  
[http://www.dentonemmaus.org/Documents/powerpoint\\_guidelines.pdf](http://www.dentonemmaus.org/Documents/powerpoint_guidelines.pdf)

## FORMAT:

- 1) Recognizing that the Walk to Emmaus may be conducted at a variety of locations, with different lighting, it is recommended that only the Denton Emmaus PPT Template be used. The template is designed to be optimal for different lighting conditions and can be quickly inverted (Darks to White, and vice-versa) if the room lighting is contrary. This also ensures a level of conformity, so that one talk's visual tools do not distract from another's.

The current PPT template can be found at  
<http://www.dentonemmaus.org/forms/DAECPPT.ppt>  
The default is to use the dark lettering on the white background

- 2) There are currently multiple versions of Microsoft PowerPoint, as well as other presentation tools, available in the marketplace. However, to ensure the reliability of the Emmaus laptop(s) and to not require the laptop to continually be upgraded, the public-domain "PowerPoint Viewer" will be the only presentation tool available.

Please check your presentation against that viewer, which supports all versions since PPT97 (including 2000, XP, and 2003). If your presentation is developed in a different version of PowerPoint, you will want to "Save As" to the supported style and deliberately check your presentation prior to the weekend of the Walk.

The PowerPoint Viewer is available from the Microsoft download site at  
<http://download.microsoft.com>  
(search for "Powerpoint viewer")

## CONTENT:

- 3) Staying focused on the message, as provided by the Holy Spirit and outlined by the Upper Room, builds and animations should be limited to "Appear" or some other non-distracting introduction.
- 4) Speakers are will not be connected to the speakers' laptop, so please do not include any audio components.

As a word of caution, if the laptop or LCD projector were to have a technical issue, speakers are strongly advised to have a "backup plan" or be prepared to present without visual aids. For this reason, speakers should plan to deliver their talk from a paper copy – using PowerPoint for visual aid to the pilgrims.

PowerPoint is an excellent presentation tool, which can aid you in your preview (since you can show "real" posters, but still do edits) and in delivering your message, if you are comfortable using the tool. If not, always remember that it is the talk, based on your experience and centered on the content provided by the Upper Room and the Holy Spirit, is your primary focus.

OTHER POINTS TO CONSIDER:

- Be mindful that many pilgrims that hear your talk will one day be asked to speak as well. Those who are not technically proficient may be hesitant to answer God's call to serve, if they believe that technical aptitude is a prerequisite for team service. For this reason alone, although there are other reasons, a team should never attempt to standardize on PowerPoint, as an exclusive tool. Speakers must maintain the ability to use diverse tools, including PowerPoint, overhead-projector, posters, whiteboard, props or nothing at all.
- Do not instruct the pilgrims that notes are unnecessary because they will get copies of the PowerPoint. Part of the Emmaus experience is for Pilgrims to take their own notes that they will refer to later. If you wish to supplement their notes or avoid them taking long quotes, that is still acceptable.

< THIS SPACE RESERVED FOR  
ADDITIONAL SPEAKER INSTRUCTIONS >

Focus first on listening to the Holy Spirit. Look for how the Spirit is leading you in the content which is being asked of you for this weekend. Then and only then, consider whether and which visual aid(s) will best help you deliver the message.

Thanks again for answering this call to serve.

For preview purposes, as well as for the wellbeing of the assets themselves, the projector(s) and laptop(s) should not be stored in the Weekend Trailer.

Recommendation 1 – Board Rep for weekends. As long as team schedules do not overlap, the board representative should be considered the caretaker of a weekends' equipment, which will need to be brought to team meetings. If the Board Rep is not available for a meeting, the equipment should be given to the weekend Lay Director prior to the team meeting.

If two teams are meeting simultaneously, the teams should try to schedule such that the one team has all non-PowerPoint previews in for that weekend. For conflict purposes, the team with the earlier walk has priority.

Recommendation 2 – Board Position for Technology. At the discretion of the board, someone (probably either whomever coordinates the Trailer or the Database) needs to be identified as the primary maintainer of the equipment, in-between walks and weekends. This person would be chartered with maintaining the software, for fixes and consistency between units. This custodian would also handle back-ups and documenting the use and recovery procedures. Also, maintaining anti-virus software on the machine is critical. Policies should be in place how to power-up, shut-down and invoke PowerPoint, as well as the maintaining of these guidelines and PPT Templates on the Emmaus website.

Recommendation 3 – Technical Specialist for the Weekend. It is strongly suggested that an inside team member from St. Elsewhere be identified early in the team meetings to serve as the technical support person for the weekend – ideally the Conference-ALD or Bell-Ringer-ALD. This alleviates the responsibility from the Board Rep, who may have other responsibilities and/or be non-adept with technology.

Recommendation 4 – In case of technical difficulties. Both laptops (if two are working) should be at the campsite for the entire weekend. If both were powered up and running for the entire weekend, one could quickly (5 minutes or less) swap the projector cable from one to another and avoid any technology distractions during the weekend. The other option would be to inform all speakers that if the technology were to fail, talks are to be given with no additional technical support or problem resolution. Because the content is the core of any talk, talks should not rely on powerpoint more than any other visual aid. The talk always stands on its own. A hybrid approach would be that the current talk should continue without visual aids, and the second laptop would then be introduced for the remainder of the weekend.

Sidenote - There may be a concern that a speaker might re-use a PowerPoint set from a previous weekend. And while every team is different and speakers are expected to prepare completely new talks per weekend, a few other points should be noted.

- LD & ALD's are often asked to bring the posters and notes from their previous talks, in case the primary speaker cannot perform.
- Clergy often re-use core material from their talks, while often adding different anecdotes per week end.
- And the Emmaus Community tries to encourage inside team members to rotate their talks, such that a speaker does not duplicate themselves. This also allows for growth of the speaker, as well as ensuring fresh content.

In the event, however, that a speaker is asked to give a talk that they have given before, it is reasonable to assume that they might re-use core material (i.e. structure and main points from the Upper Room) and that some of the PPT slides would be repeated also.