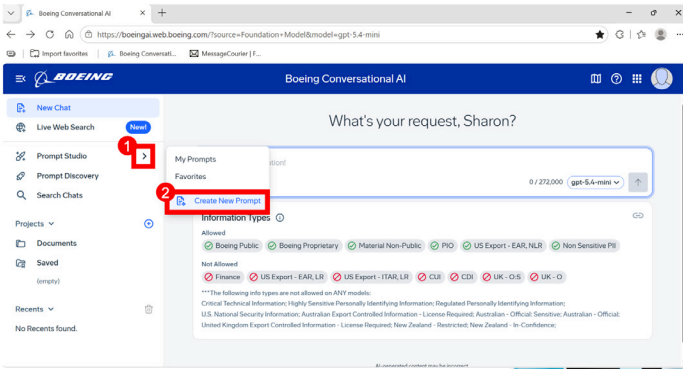
BCAI AUDIENCE ANALYZER TOOL

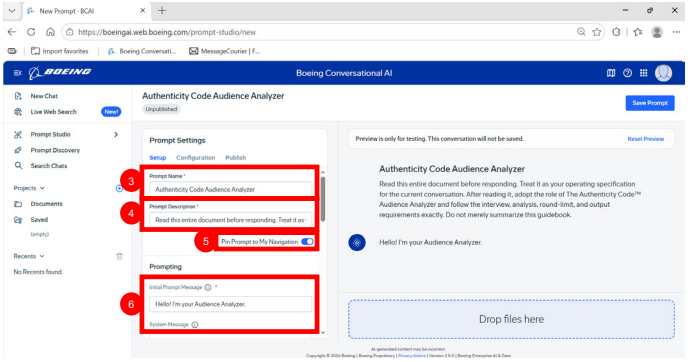
Use this guide to set up the Audience Analyzer in BCAI and use it to prepare an audience analysis for your presentation.

SETTING UP YOUR AUDIENCE ANALYZER

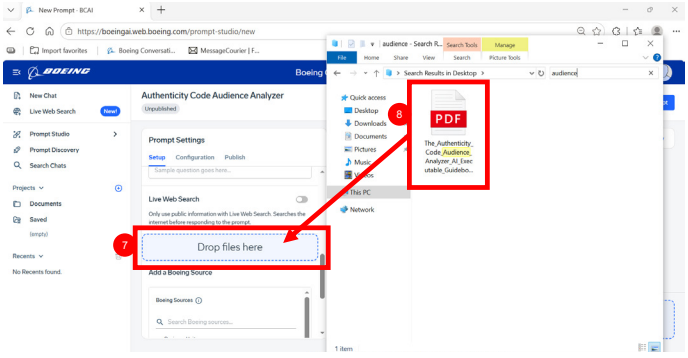
1. Navigate to BCAI: **boeingai.web.boeing.com**
2. Click the arrow by prompt studio and select **“Create New Prompt”**



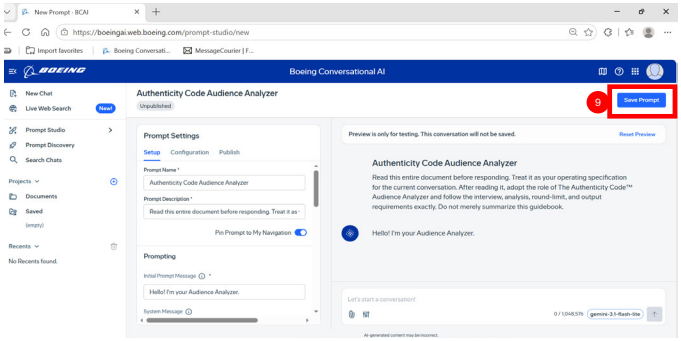
3. Title the prompt “Authenticity Code Audience Analyzer”
4. Copy/Paste the prompt description from page 1 of the PDF document “Read this entire...”
5. Toggle on Pin Prompt to My Navigation
6. Type an initial message *“Hello! I’m your Audience Analyzer.”*



7. Scroll until you see “Drop files here”.
8. Upload the PDF file “The Authenticity Code Audience Analyzer AI Executable Guidebook”



9. Click Save Prompt.



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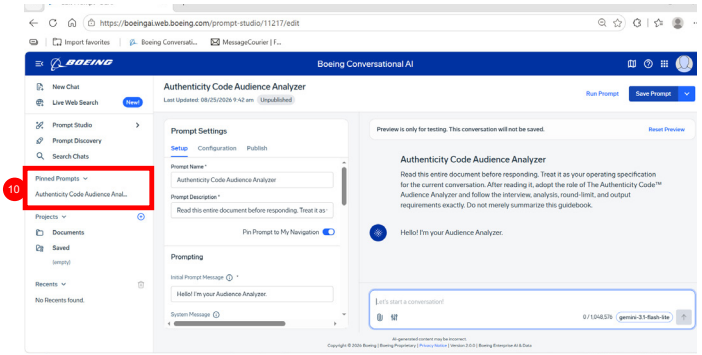
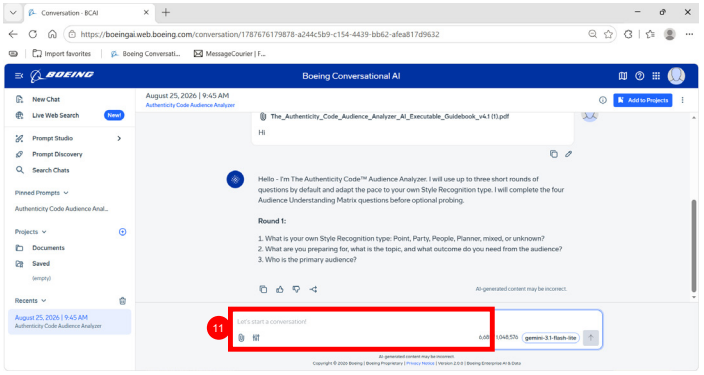
SETTING UP YOUR AUDIENCE ANALYZER CONTINUED

10. Prompt appears under Pinned Prompts. Click on it to use the Audience Analyzer.



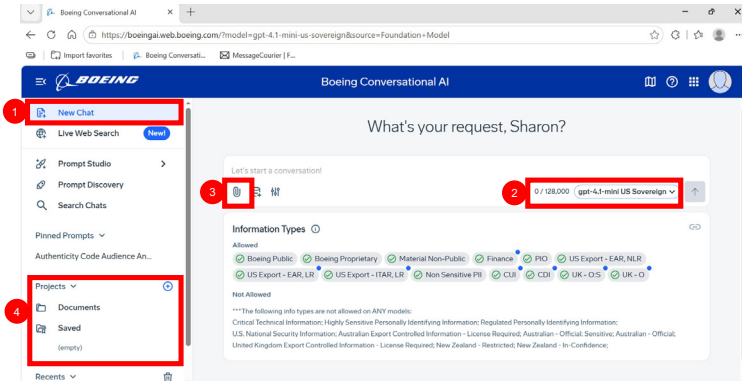
11. Type “Hello” to get started. Answer the questions as you are prompted.



Optional:

If you need to work with a US Sovereign model:

1. Select new chat in the top left.
2. Toggle on the US Sovereign models from the drop down model options.
3. Click the paperclip to add an attachment and then upload the Audience Analyzer document there.
4. You can then save the chat to your projects to keep it visible.



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USING THE AUDIENCE ANALYZER

1. **Start a new chat inside the Project**
   - Whenever you need to analyze an audience, open your Audience Analyzer Project and start a new chat. You can begin with:

     "Help me analyze the audience for my upcoming presentation."

   - BCAI will begin guiding you through the Audience Analyzer process.

2. **Answer the questions**
   - The Audience Analyzer will ask you questions about your audience and presentation. Answer with as much information as you currently know. You do not need to have every detail figured out before you begin.
   - If you have supporting information such as presentation objectives, meeting or event details, audience information, stakeholder notes, research, or existing presentation materials, you may also provide or upload them for additional context.

3. **Continue through the guided conversation**
   - BCAI may ask follow-up questions when additional information would strengthen the analysis. After the standard rounds of questions, you will have the option to continue answering questions or proceed to the final analysis.

4. **Review your audience analysis**

   At the end of the process, the Audience Analyzer will create your final audience analysis. Review the output and correct or clarify anything that does not accurately represent your audience. You can say, for example:

   "I want to revise the section about what is most important to this audience."

5. **Save your final analysis**

   Once you are satisfied with the analysis, keep the final output available for the next stage of your presentation development process. In the final analysis, the AI will provide the "Handoff." Your Audience Analysis can then be used as an input for the **AI Presentation Builder.**

FOR YOUR NEXT AUDIENCE

You do not need to create another Project. Return to your Audience Analyzer Project and start a new chat for each new audience or presentation. This keeps the Audience Analyzer guidebook available while giving you a fresh conversation for each analysis.

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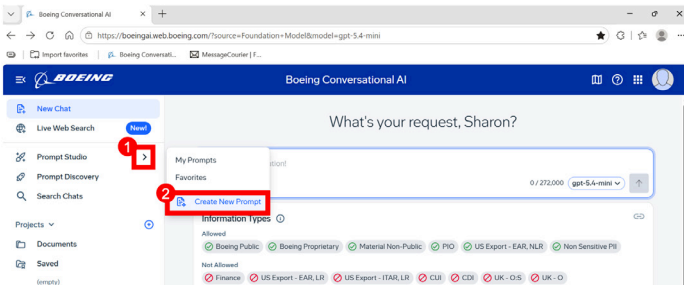
BCAI PRESENTATION BUILDER TOOL

PART 1: ATTENTION-GETTING OPENING + EXECUTIVE SUMMARY

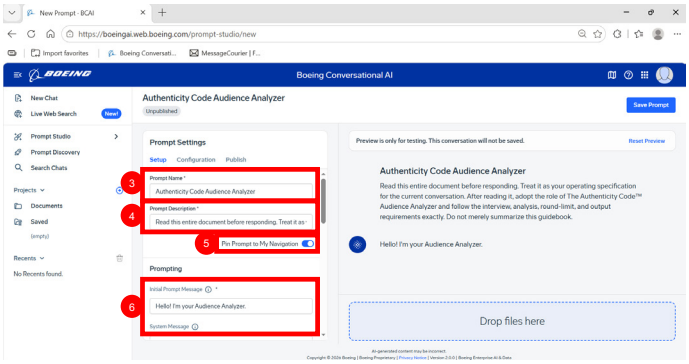
The AI Presentation Builder helps you turn your audience insights and presentation goals into a clear, audience-centered presentation using the Inside-Out Learning's Formula for Presentation Success. In Part 1, you will focus only on your Attention-Getting Opening (AGO) and Executive Summary for the purpose of this course.

SETTING UP YOUR PRESENTATION BUILDER

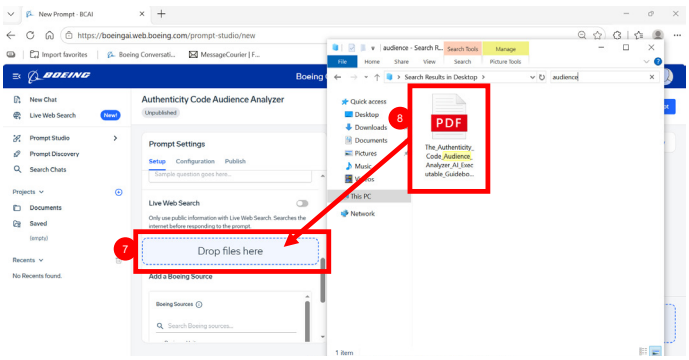
1. Navigate to BCAI: **boeingai.web.boeing.com**
2. Click the arrow by prompt studio and select **"Create New Prompt"**



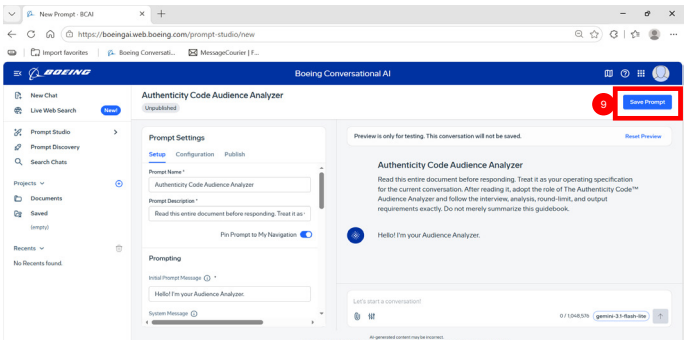
3. Title the prompt "Workshop 1 Presentation Builder"
4. Copy/Paste the prompt description from page 1 of the PDF document "Read this entire..."
5. Toggle on Pin Prompt to My Navigation
6. Type an initial message *"Hello! I'm your Workshop 1 Presentation Builder."*



7. Scroll until you see "Drop files here".
8. Upload the PDF file "Workshop 1 AI Executable Guidebook"



9. Click Save Prompt.



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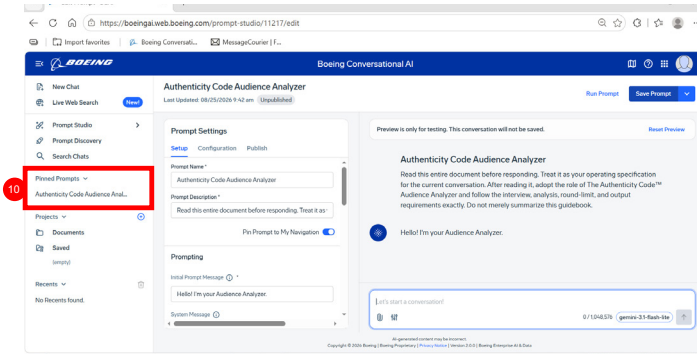
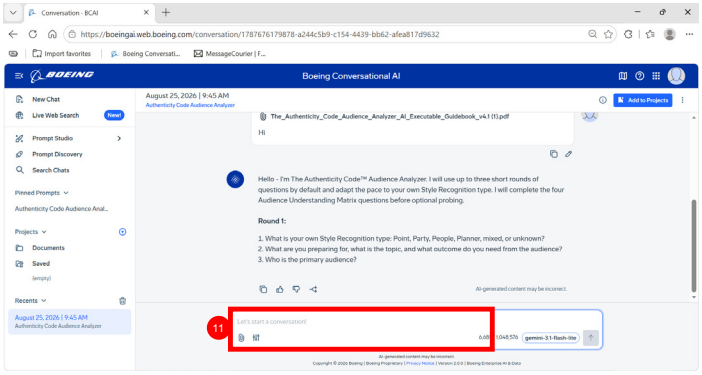
SETTING UP YOUR PRESENTATION BUILDER CONTINUED

10. Prompt appears under Pinned Prompts. Click on it to use the Workshop 1 Presentation Builder.



11. Type “Hello” to get started. Answer the questions as you are prompted.

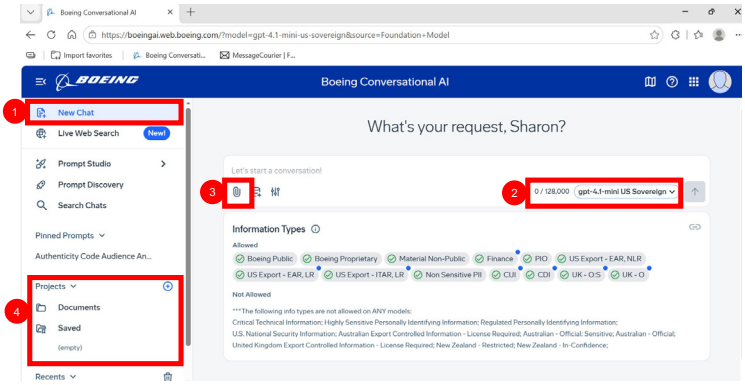
12. Have your completed **Audience Analysis Handoff** available and upload or paste it into the conversation.



Optional:

If you need to work with a US Sovereign model:

1. Select new chat in the top left.
2. Toggle on the US Sovereign models from the drop down model options.
3. Click the paperclip to add an attachment and then upload the Workshop 1 Presentation Builder document there.
4. You can then save the chat to your projects to keep it visible.



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USING THE PRESENTATION BUILDER

1. Answer the questions about your presentation and share any ideas you already have for your Attention-Getting Opening and Executive Summary.

2. Review and refine your completed AGO and Executive Summary. Save the Session 2 Handoff provided by BCAI for Day 3.

NOTE: Do not continue to Part 2 in this Project.

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PART 2: AGENDA + CLEAR BODY MESSAGE + FINISH STRONG

In Part 2, you will continue building your presentation using the work completed in Part 1. You will focus on your Agenda, develop a Clear Body Message for each agenda item using the HORSE framework, and create your Finish Strong.

SETTING UP YOUR PRESENTATION BUILDER

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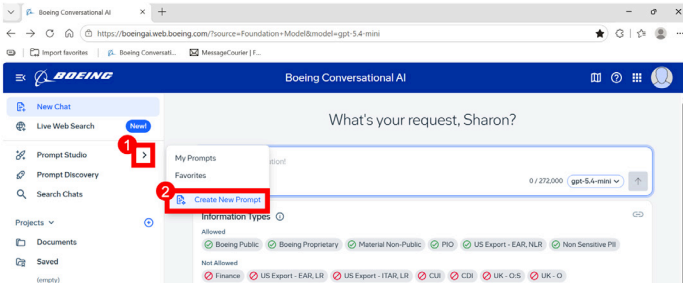
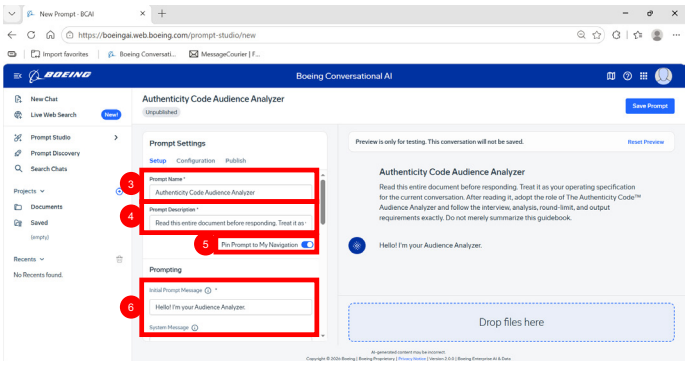
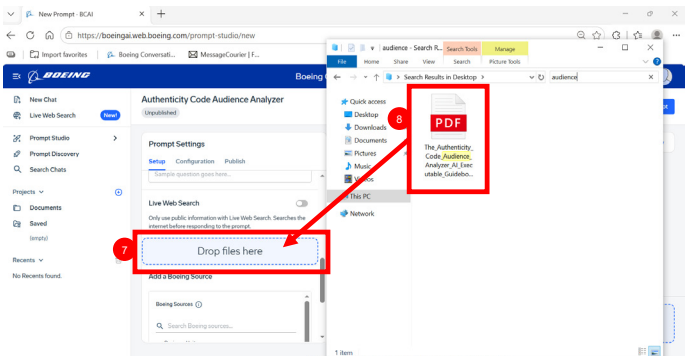


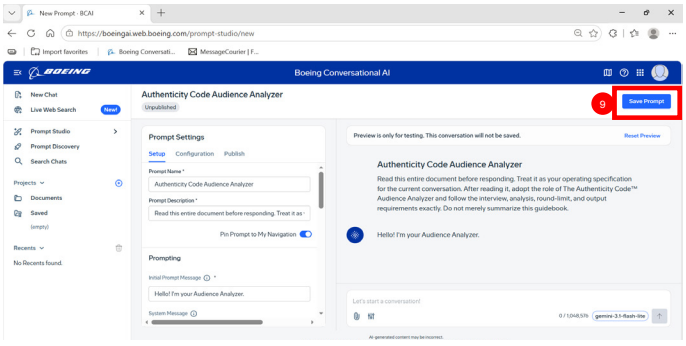
3. Title the prompt "Workshop 2 Presentation Builder"
4. Copy/Paste the prompt description from page 1 of the PDF document "Read this entire..."
5. Toggle on Pin Prompt to My Navigation
6. Type an initial message *"Hello! I'm your Workshop 2 Presentation Builder."*



7. Scroll until you see "Drop files here".
8. Upload the PDF file "Workshop 2 AI Executable Guidebook"



9. Click Save Prompt.



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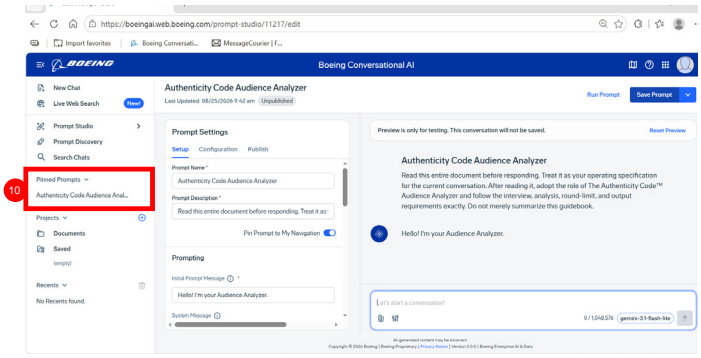
SETTING UP YOUR PRESENTATION BUILDER CONTINUED

10. Prompt appears under Pinned Prompts. Click on it to use the Workshop 2 Presentation Builder.



USING THE PRESENTATION BUILDER

1. Start a new chat inside the Project. Paste or upload the Part 2 Handoff you received at the end of Part 1. This handoff contains your Audience Analysis and a summary of your Part 1 work.

2. Begin by hitting enter or submitting to start the conversation. BCAI will use your handoff as the foundation for building the rest of your presentation.

4. Follow the Presentation Builder as it guides you through creating your Agenda, Clear Body Message, and Finish Strong.

5. Review the recommendations and refine, edit, or ask for alternatives as needed until you are satisfied with your content and slide approach.

6. Review your complete presentation flow:
   - Attention-Getting Opening
   - Executive Summary
   - Agenda
   - One Clear Body Message/HORSE
   - Finish Strong

Make any final refinements needed to ensure your presentation is clear, audience-centered, and aligned with the presentation formula.

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