

PRESENTER PREPARATION TIPS

PLAN AND PRACTICE IN ADVANCE

1. **Start planning your presentation early.** Consider how you can adjust your content for the online experience. Determine the main ideas you want to convey and how to best express these idea through your recording.
2. **Choose engagement strategies that are suitable for your content and comfortable for you.** There are many ideas listed below and across the Internet. Select a few that you feel at ease using. Nothing is required, but creating an engaging presentation will help attendees best process and retain the information you share.
3. **At the beginning of your session/recording, remind the attendees to ask their questions in the chat throughout the session as you go.** All questions will need to be asked and answered through the chat function. There will not be a live Q&A time at the end of your session. Use the final few minutes to provide a wrap up or summary of your content – or an inspirational closing thought.
4. **Use the Zoom platform** to practice as much as possible. This will help you be more comfortable on the day of the recording.
5. **Use Share Screen** fuction to show your slides, videos, or other materials.
6. **Practice transitioning** between your materials and your co-presenters. Work to establish a natural flow and timing as you display media and then switch back to seeing your face(s) as you elaborate.
7. **Develop your comfort with dialogue** and the flow of talking points between co-presenters.
8. **Determine where and how you present most authentically.** Many presenters may prefer to stand while others feel more comfortable sitting. Choose a stance that allows you to best convey the information to the audience in the most engaging and comfortable manner.
9. **Rehearse a live-audience response and feel** to your main points, questions, and/or activities by practicing in front of your co-workers, family, or friends. When you practice, consider it a dress rehearsal – wear the same shirt you will during the recording, practice during the time of day and with the lighting that is the same as the time you will record, practice from the location and using the same Internet connection, etc.
10. **Place photos** of smiling faces or inspirational quotes next to your camera or across from where you will present to help remind you to smile and have fun! Remember – the camera is your audience!
11. **Record your presentation** and watch it.
12. **Evaluate and edit.** What did you do well? Where could you improve? Does your session need more details, explanation, or examples?
13. **Double check the timing/length of your presentation.** Does it fall within the recommended 55-58 minutes? Did you have fun? Did it feel natural? Please plan to record content for the full amount of the session time. Note that presenters will participate live via chat only and **will not** appear live at the end of the playback during the conference.
14. **Make adjustments and practice again, and again, and again!** The more you practice in advance, the more comfortable you will be on your day of recording!

MAINTAINING AUDIENCE ATTENTION

1. **Use visuals** to support your content. Use applicable props, examples, or demonstrations.
2. **Use a minimal number of slides.** How else can you engage your audience besides showing slides?
3. **Minimize the amount of text on a slide.** Be aware of your font size – 28 point font is recommended.
4. **Tell stories and use examples** to elaborate on your points and create a connection with the audience.
 - i. Note on security and privacy: Presenters who use real-life examples or case studies as part of their presentation are strongly encouraged to share an overt and verbal statement that either: (1) they are sharing a case study of a made-up/fictitious student (names and details have been changed or do not represent any one student or situation), or, (2) that presenter(s) has received all permissions (including parental permission) to disclose personal information about the student and/or situation.
5. **Switch between showing your slides/media and your face.** Attention is not easily held when only slides are shown for an extended period of time. We are human beings, and we like to see the faces and expressions of other human beings.
6. **Limit the amount of information on each slide.** This helps focus on the main idea and keeps the content moving.
7. **Consider your location.** How might presenting from a classroom, home, child care center, job site, or other environment support your session content?

CREATING AUDIENCE ENGAGEMENT

1. Create an opening ice breaker question to get everyone engaged and responding in the chat box.
2. Show a slide with a multiple choice question (similar to a poll) and have them answer in chat.
3. At the beginning of your session/recording, remind attendees to ask their questions in the chat throughout your session as you go. All questions will need to be asked and answered through the chat function. As mentioned above, there will not be a live Q&A time at the end of your session.
4. Dialogue and have fun with your co-presenters!
5. Add questions or prompts to a shared Google Doc in real time and have attendees respond.
6. Introduce a prompt or activity, then allow time for attendees to consider or complete on their own.
7. Provide links in the chat throughout the presentation to additional content, information, or references.
8. Investigate the use of Zoom annotations or reactions during your presentation.
9. Use fun, creative ideas to divide the attendees into smaller groups to engage together in a prompt/activity in a Google Doc. (e.g. if your birthday is in January through April work on question #1, if your birthday is May through August question #2, September through December question #3).
10. Ask attendees to summarize main points as you go along such as writing down an elevator speech of what they are hearing. Have them share their thoughts/reactions the chat box or Google Doc all at once.
11. Extend the application beyond the session by giving attendees a minute to text a co-worker about how they will utilize or implement what you just presented.
12. Have attendees post ideas on social media (don't forget the hashtag – #OCALICON2022).
13. End by providing your email address or by referring back to the Google Doc link (if applicable) for attendees who want to continue the conversation. In order for the overall schedule to stay on track, the session must conclude at the scheduled end time. Please be mindful of the end time and help your attendees finish well.