Presenter Guidelines & Tips

PRESENTATION INFORMATION

- All speakers are required to use a **CRA PowerPoint template** for their presentation

- **Video uploads** are supported by the virtual platform (video must be supplied as a separate file when submitting PPT presentation, with a placeholder noted in PPT slide deck)

- **Audience polling** can be launched during a live or pre-recorded presentation (polling questions should be included in PPT slide deck)

- **Hand-outs** can be made available to session attendees should you wish

- **Timing for PPT slide deck**: All presentation files (slide deck and if applicable, video uploads and hand-outs) are required prior to presentation date; upload files via this link

- **Learning objectives:** Some of your objectives may have been changed slightly due to accreditation requirements; use the final learning objectives posted online for your presentation

- As a presenter you can share your desktop or a specific application, however this is not recommended

- **Click here to review Speaker Resources (including schedules, PPT templates, technical overview and more)**

INTERACTIVITY SUGGESTIONS FOR VIRTUAL LEARNING

- Audience polling questions

- Question and answer time

- Workshop breakout rooms (for problem solving exercises, brainstorming, team building discussions)

- Discussion forums and chat groups (engage attendees in a virtual discussion/chat around a hot topic or challenging case)

- Pre-session work (reading materials, including PPT presentation, or self-assessment survey)

SPEAKER SYSTEM CHECK

- Speakers will not require special equipment to conduct their virtual presentation/recording (Google Chrome browser is recommended), click here for more technical details, including PPT guidelines, presenter system and hardware requirements

- The laptop/computer that the presentation will be made from must have a web cam/camera (a mobile device or tablet is not recommended)

COMPLETE THE SPEAKER SYSTEM CHECK

It's recommend that when presenting you use Google Chrome as your browser, a full list of supported browsers can be found here.

1. Click on this URL to complete your system check; Speaker Check

2. This process should take 1-2 minutes and,

3. Upon completion you should see your video in the Preview Tab and note your audio levels.

MANAGING YOUR PRESENTATION

When you log into the presenter console you will be in the back end of the system:
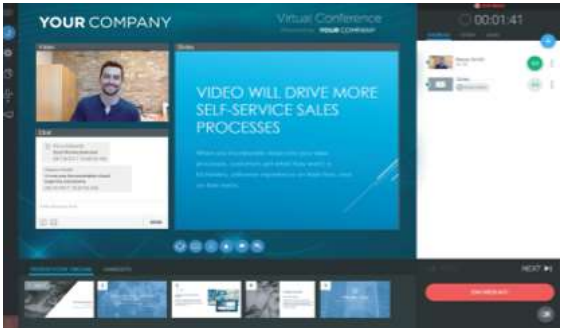
1. The system will automatically request access to your microphone and webcam

2. You will see your video in the top right under sources and your producer or moderator will connect you into the main window

3. You will have the ability to move slides by clicking on the NEXT button in the bottom right or double clicking on individual slides

4. You can launch the screen share by clicking on the icon below the Start/Stop webcast button on the bottom right-hand side of interface

5. You can change your view by expanding or minimizing the video/slides or Q&A panel for your preferred layout

VIRTUAL PRESENTATION TIPS

- Ideally, the lens of your webcam should level with your eyeline (or slightly above it)

- Audio is just as important as video, minimize background noise (if you are is unable to distance from background noise, the use of headphones with a built-in microphone is recommended)

- Consider the background of the room you will be presenting from, do not distract your audience with clutter in the frame behind you (remove obvious distractions)

- Always face the light source, if there is an obvious light source near you (i.e. window), be sure it's positioned in front of you (rather than behind) to avoid shadowing; if you're using a desk lamp(s) to illuminate your face, position in front of you and focus it on your face (click here for more lighting tips)

- Position yourself an arm's length away from the screen and make sure some space is left between the top of your hair and the top of the frame

CONSIDERATIONS

- Provide your session attendees a couple of key messages to take away

- Engage attendees often in active learning, utilizing polling questions (in larger groups), chat feature, or breakout rooms (in smaller groups)

- Remember, appealing to any or all of the 5 senses will engage the audience and encourage more retention

- Keep your PPT presentation simple; limit that amount of text on slides, utilize visuals, consider a zooming feature to highlight key points and avoid using complex charts/graphs with small font or writing

- Consider chunking your presentation into several segments of content delivery followed by audience engagement

- Create passion or a reason for change!

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Need Assistance?

Please contact **Claire McGowan** at **cmcgowan@rheum.ca**