

Presenter Guidelines & Tips

PRESENTATION INFORMATION

- All speakers are required to use a **CRA PowerPoint template** for their presentation ([download template](#))
- **Disclosures:** A disclosure statement **must be made at the beginning of your presentation** (2nd slide of your PPT, [view example](#))
- **Learning Objectives:** Learning objectives should be included at the beginning of your presentation (3rd slide of your PPT, view final learning objectives [posted online](#))
- **Video uploads** are supported by the virtual platform (video should be supplied as a separate file and NOT embedded in PPT), a placeholder for video should be noted in the PPT slide deck
- **Audience polling** can be launched during a live or pre-recorded presentation (polling question(s) and answer choices should be included as a placeholder in the PPT slide deck)
- **Hand-outs** can be made available to session attendees should you wish
- **Presentation** will be run from speaker's computer; speaker can either share their screen or share a file:
 - Use the share file option if presentation:
 - is a PPT less than 50 mb
 - is a PDF presentation
 - has NO animation or transition elements
 - Use the share screen option if presentation:
 - is a large PPT, over 50 mb
 - is a PPT with animations, transitions, video or audio
 - Second screen is recommended for speakers using the share screen option
 - Second screen is recommended for speakers who use speaker notes to guide presentation
 - PPT presentation can be converted to a PDF file to eliminate text distortion
- **Timing for PPT slide deck:** All presentation files (slide deck and if applicable, video uploads and/or hand-outs) are required a minimum of **48 hours prior to presentation**. Slide decks to be upload [via this link](#) (password: CRAasm2022)
- [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 (must be planned in advance of session)
- 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)
- The laptop/computer that the presentation will be made from must have a webcam/camera (a mobile device or tablet is not recommended)
- It's recommended that presenters use Google Chrome browser, a full list of supported browsers can be found [here](#)
- You may wish to wear earbuds or headphones to prevent audio echoes

JOINING THE BROADCAST

When the time comes, follow these steps to enter the broadcast studio:

1. The host will provide you with a link before your presentation, this link will take you to the broadcast studio
2. Allow *StreamYard* to access your camera and microphone
3. Make sure you have the correct camera and microphone selected
4. Enter your display name (first and last name)

For additional technical information, [click here](#)

MacBooks may need additional permissions for screen sharing, [click here](#) for more information

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 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
- 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
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