Speaker Presentation 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**)

- **Audience polling** can be launched during an in person or virtual presentation (polling question(s) and answer choices should be included as a placeholder in the PPT slide deck, view example)

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

- **Video/audio uploads** can be supported but should be supplied as a separate file (NOT embedded in PPT), a placeholder for video/audio file should be noted in the PPT slide deck

  EXCEPTION: ASM workshop presenters should embed video/audio into their PPT slide deck

- **Presentation** will be run by presenter; PPT must be supplied to CRA in advance (laptop will be supplied for all in person presentations)

- **Timing for PPT slide deck**: All presentation files (slide deck and if applicable, video/audio uploads and/or hand-outs) are required a minimum of **48 hours prior to presentation**. Slide decks to be upload via this link (*password: **CRAasm2024***)

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

- **Remember** to silence your cell phone before presenting

CONSIDERATIONS

- 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

- Engage attendees often in active learning

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

- Utilize polling questions (in larger groups), chat feature, or breakout rooms (in smaller groups)

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

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

- Create passion or a reason for change!

INTERACTIVITY SUGGESTIONS

- Audience polling questions

- Question and answer time

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

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

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

All presentation files (slide deck and if applicable, video/audio uploads and/or hand-outs) are required no later than 48 hours prior to presentation date; upload files via this link (*password: **CRAasm2024***)

Need Assistance?

Please contact
CRAspeaker@rheum.ca

Read further for more information on virtual presentations…

VIRTUAL PPT SHARING INFORMATION

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, transition, video or audio elements
- Use the share screen option if presentation:
  - is a large PPT, over 50 mb
  - is a PPT with animation, transition, video or audio elements
  - if a screen pointer is required to highlight sections in presentation

- 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 (note: a PDF CANNOT support animation or transition elements)

- Have the PPT open on your computer prior to start of presentation; close other windows/apps

  Important: On presentation day, speakers should use the same computer, from the same location, as the virtual onboarding session

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

VIRTUAL SPEAKER SYSTEM CHECK

- Speakers will not require special equipment to conduct their virtual presentation (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 suggested that presenters use a recent version of Chrome or Firefox (Chrome is recommended), a full list of supported browsers can be found here

- You may wish to wear earbuds or headphones to prevent audio echoes

NOTE: A strong internet connection is required

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

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