

# 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 (2<sup>nd</sup> slide of your PPT, [view example](#))
- **Learning Objectives:** Learning objectives should be included at the beginning of your presentation (3<sup>rd</sup> 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 (a 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: **CRAasm2026**)
- [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

- Incorporate audience polling (live electronic polling or use a simple show of hands)
- Build question-and-answer intervals throughout the session
- Encourage small group or think-pair-share discussions
- Facilitate case-based breakout activities (for problem solving exercises, team building discussions, or brainstorming)
- Use interactive slides to foster discussion
- Assign brief pre-session work (reading materials, including PPT presentation, or self-assessment survey)
- Facilitate discussion forums and chat groups for virtual presentations (engage attendees in a discussion around a hot topic or challenging case)
- Conclude presentation with reflection or action prompts (i.e. ask participants to note a key takeaway they plan to apply in practice)

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: **CRAasm2026**)

**Need Assistance?**

Please contact  
[CRAspeaker@rheum.ca](mailto:CRAspeaker@rheum.ca)

**Read further for more information on virtual presentations...** (for RheumReview and Residents' Pre-Course Day 1)

## 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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