

# Guidelines for Presenters

# LEC 2017

Thank you very much for offering to present a workshop at the Lincoln Educators' Conference on September 8 and 9, 2017.

## Website

<http://LEC2017.weebly.com>

Please check the conference website to ensure all your information (name, Twitter handle, etc.) is correct and that your workshop description is accurate and up-to-date.

## Schedule

Each workshop will be 1 hour in length.

Please note that each workshop will be presented during TWO sessions in order to maximize the options for attendees.

## Arriving to Present

Presenters should always arrive at least 30 minutes before their presentation.

Most rooms will be free 15 minutes before presentations are scheduled.

## Technology Setup

Check the Audio-Visual set-up before your presentation starts.

If you are bringing your own laptop or device, make sure you can connect it to a projector (ie. bring a Mac adaptor dongle if you need to).

Store your presentation on a USB drive in the unlikely event that the internet is slow or down.

## Handouts

The aim of the conference is to be paperless.

Handouts can be distributed to participants using email, cloud (ie. Google Drive), link to website, etc.

You may also send me links to post on the Conference Website. This can be done before or after the conference.

To ensure compatibility across multiple platforms, handouts should be in an easily read format (ie. PDF). Note that from many programs (including Microsoft Office), you can "Save as" to create a PDF.

# Phil's Advice

Having attended many conferences and having presented multiple workshops, I can share the following *opinions* on conferences.

The quality of workshops at conferences varies greatly. I've been to small conferences with amazing workshops and I've been to huge conferences with not-so-good workshops.

The determining factor for a great workshop is the **quality of the presenter**, not the topic.

Educators always take steps to ensure their classes are engaging, hands-on and active. Often, they forget to apply the same principals to workshops. Too many workshops take the form of lectures.

Workshops should be **engaging, hands-on and active**.

Presentations should be well planned out but also be flexible enough to be tailored to participant's needs.

Workshops such as "50 Tips for \_\_\_\_\_" or "100 Apps you need to be using" are often of little benefit. Participants leave overwhelmed with little real information about each topic.

Participants should leave your workshop with:

- a clear idea of the benefit of what you are presenting
- a clear idea of how they can integrate the knowledge learned into their classroom / curriculum
- a clear idea of the "next step(s)"
- a clear idea of where to find support materials, handouts, etc.

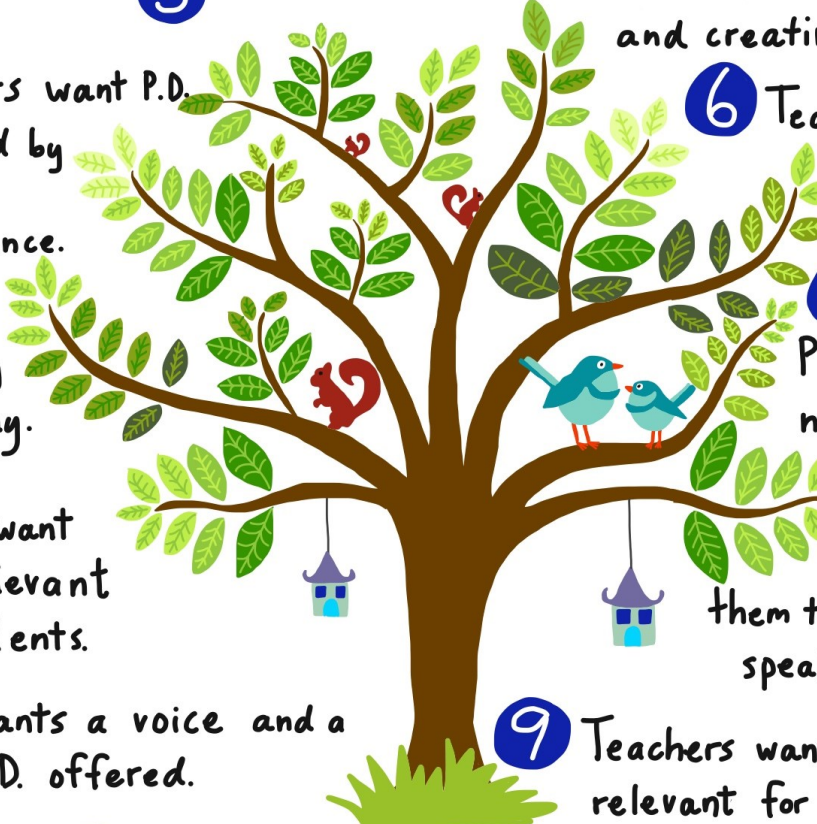
Feel free to have a co-presenter or assistant. Having an assistant can provide continuity to your presentation while the assistant does trouble-shooting.

Get feedback from participants during the workshop. Google Forms is a great way to do this. The feedback you receive will help you become a better presenter.

# LEC 2017

The following list of Things Teachers want for Professional Development is from EdTechTeam. SketchNotes by Sylvia Duckworth.

## 10 Things Teachers Want for Professional Development

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- 1 Teachers want a voice and a choice in the P.D. offered.
  - 2 Teachers want P.D. that is relevant for their students.
  - 3 Teachers want P.D. that they can use right away.
  - 4 Teachers want P.D. that is conducted by professionals with classroom experience.
  - 5 Teachers want P.D. that is innovative and creative.
  - 6 Teachers want P.D. that makes them better teachers.
  - 7 Teachers want P.D. that is practical, not theoretical.
  - 8 Teachers want P.D. that allows them to collaborate and speak honestly.
  - 9 Teachers want P.D. that will be relevant for a long time.
  - 10 Teachers want admin to attend and to participate in the P.D. sessions.

@sylviaduckworth

# LEC 2017

The following Tips for a Great Presentation is from EdTechTeam.  
SketchNotes by Sylvia Duckworth.

## 8 Tips for a Great Presentation

By @EdTechTeam

**1** Plan to go slower than you think! Content that seems easy to you may be difficult for your audience to follow.



**2** Share what you're passionate about. People can tell if you're not super excited about what you're sharing.



**3** Have your attendees gotten a chance to PLAY or MAKE? Make sure they do!



Hey, look what I can do!

**4** Play music, walk around and chat with people, or play a game to engage the room between sessions.



**5** Don't get so wrapped up in delivering content that you forget about the human beings in the room.



BLAH BLAH BLAH



zzz... zzzz... zzzz...

**6** Use a slide deck as your outline, but make sure you present your topic "live" and have the participants play along with you!



What do you think?



**7** Be better than a Hangout. Make the session interactive. What will make the in-the-room experience unique?



WOW! That's SO cool!

**8** Provide time for your attendees to synthesize what they have learned in your session.



@sylvia duckworth

# 14 Tips for New Presenters

Source: <http://blog.edtechteam.com/2016/04/14-tips-for-new-presenter.html>

With as much confidence as you have about your subject area of expertise, for a new presenter, it's normal to feel nervous about sharing your ideas in front of a group of strangers.

The tips below, written by GAFE Summit presenter Sylvia Duckworth, can help you knock your presentation out of the park!

1. Go over your presentation days before. Make sure all the links and videos work. Try opening all Google Apps documents with a different Google account.
2. Practice your presentation. Ask a friend / colleague to watch and provide feedback.
3. Earlier in the week check that you have all the equipment necessary for your presentation (dongle, clicker, power bar, projector, speakers, etc.) and put them in a bag by your door.
4. Try to get a good sleep the night before. If you suspect that you're not going to sleep well, try to get a good night's sleep two nights before.
5. Charge your devices the night before.
6. At the venue, ask someone in charge who you can contact in case you have a technology glitch. If possible, go to your presentation room early in the morning before anyone arrives. Plug in your laptop/speakers/projector and make sure that everything works.
7. Make sure you know how to set the proper resolution for your laptop to maximize projection on the screen and to be able to view all of your open tabs. If you don't know how to do this, find someone who can help. (NOTE: Every projector will display your screen in a different way which is why I recommend you check this early.)
8. Internet connection: Sometimes there will be a special wifi network for presenters only, so ask about this. But if you have a hard-wired option, take it. In fact, it's a good idea to have your presentation (and videos) in a non-internet-dependent form in case you lose all internet connection.
9. If the room and audience is large, ask for a microphone. Wireless clip-on is best. If going with clip-on, avoid wearing a long top/shirt (or dress) without a belt to clip the receiver onto.
10. At a conference, try to get to your presentation room at least 15 minutes before your presentation. Sit at the back of the room, and as soon as the previous presenter has wrapped up, start setting up for your presentation. You might need to be assertive and that's okay.
11. When people start to arrive to your session, be friendly and say hello (it will relax you). Ask them how they are enjoying the conference, etc.
12. Make sure you have lots of water nearby: you will get very thirsty!
13. Just before your presentation, take a few deep breaths and remind yourself why you are there: You have something to offer and the audience appreciates you being there to share your expertise.
14. Apply to present again and again. The more you do it, the less nervous you will be.

# Tips for Effective Presentations

Keep it Simple.

If you plan on using a multimedia projector to show your presentation, use a dark background with light writing (example: yellow, white).

Use a large, easily-readable font.

Use animations, slide transition effects and sounds **ONLY** when they compliment your presentation. Otherwise, they simply serve as a distraction.

Use clipart only when it is related to your project. Don't fill up empty space with clipart.

Don't cram too much on each slide.

Use a pointer if you wish.

Don't forget that most presentation programs allow you to "draw" on slides while the presentation is running.

Some philosophies for making Slide Presentations:

## **The Rule of Six**

Use a maximum of six bulleted items per slide.

Use a maximum of six words per bullet.

## **10 / 20 / 30 Rule**

This approach to presentations states that a presentation should have ten slides, last no more than twenty minutes, and contain no font smaller than thirty points.

# Slides - Looking Professional

## Look Professional

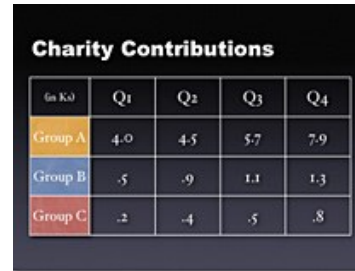


Try to avoid cheesy clip art like this.

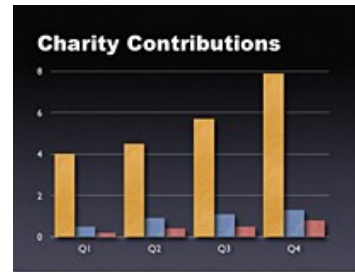


This edited stock photograph is more effective and professional.

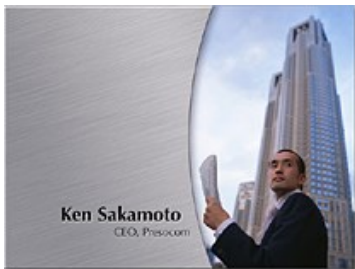
## Represent Information Graphically



Note how much clearer the bar chart below is compared to the equivalent table.



## What is Primary?

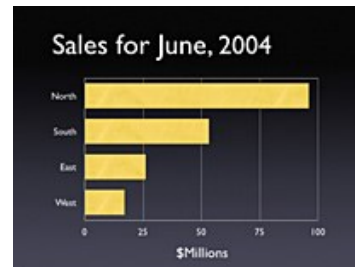


In this title slide, the image is primary.



In this slide of the same presentation, the image is secondary and "pushed" to the back by editing it first in Photoshop.

## Simplify Information





# Tips for Public Speaking

Becoming a competent, rather than just confident, speaker requires a lot of practice. But here are a few things you can consider to start sharpening your presentation skills:

- Face your audience, not the screen.
- Maintain eye contact with people in all parts of the room.
- Turn the projector off when you want the audience to pay attention to you.
- Avoid simply reading.
- Vary the tone of your voice.
- Speak with conviction.
- Avoid speaking too quickly. Consciously slow your speech down and add pauses for emphasis.
- Project your voice (but avoid yelling).
- Standing, walking or moving about with appropriate hand gesture or facial expression is preferred to sitting down or standing still with head down and reading from a prepared speech.
- Avoid doing things which distract the audience (example: chewing gum).
- Pause. Allow yourself and your audience a little time to reflect and think.
- If you made an error, correct it, and continue. No need to make excuses or apologize profusely.
- Add humor if appropriate and possible.
- Have handouts ready and give them out at the appropriate time.
- Know when to STOP talking.
- Practice, Practice, Practice.
- Smile.