Speaker guidance

This guidance for speakers supports the successful delivery of their presentation at C2021. There is separate guidance for other roles; please refer to this webpage for details.

General instructions

1. **Register at https://c2021.evaluationcanada.ca/registration!** All presenters must register for the conference. Individuals who are not registered will not get a chance to attend or present.
2. If, for any reason, you cannot join us at the conference, please let us know at c2021speakers@evaluationcanada.ca so that we can amend the program.
3. Check the time of your presentation in the Speakers' portal or on the detailed program.
4. Setup your slide presentation in 16x9 format.
5. Get to the session 15 minutes in advance to connect with the session host and with your co-presenters, to make sure your equipment is in working order, and to get acquainted with the setup.
6. Make sure your visual material is open and readily available on your computer!

Step-by-step guide

Set up your session in PheedLoop	
You may elect to upload text, notes, data, visual, deck, etc. to your session page via the speaker portal. This will make your material available to every delegate without having to collect email addresses. Access to the speaker portal uses a special link you will have received in an email, if you have lost the email invitation to the Speakers Portal, please contact c2021speakers@evaluationcanada.ca to have the link re-sent to you . If you decide to use polls during your presentation, set-up your poll(s) and send your embed code to c2021sessioninfo@evaluationcanada.ca.	
OPTION 1: PRE-RECORDED PRESENTATION	**OPTION 2: LIVE PRESENTATION**
The speaker records their presentation as a single MP4 file up to 1 GB (duration of video depends on resolution, usually 30 - 90 minutes of HD quality) and sends it to c2021sessioninfo@evaluationcanada.ca 2 weeks before the event. 1. Fifteen minutes before the session start time, the speaker connects to the Zoom session initiated by an administrator using the link	The speaker delivers the presentation live. 1. Fifteen minutes before the session start time, the speaker connects to the Zoom session initiated by an administrator using the link received from C2021. 2. A session host greets the speaker privately, introduces them in the live session, and manages the Q&As using the Zoom Q&A tool.

received from C2021 via email.
2. A session host greets the speaker privately.
3. Once the presentation video has completed, on-screen instructions and chat messages direct attendees to Q&As in a sub-session where the Zoom webinar is already active.
4. The session host introduces the Q&A session (taking place in the Zoom Q&A tool) and manages the traffic.

3. The speaker delivers a talk of the predetermined length.
4. As applicable, the speaker shares their screen to display their presentation visual.
5. A real-time Q&A session follows the presentation.

Suggestions for engaging and inclusive presentations

1. You don't have to be a professional comedian to make a great presentation. There are a few principles you must follow though. Kylie Hutchinson boiled it down to [Three Quickie Tips](#) you can't ignore.
2. Here are some other tips from Kylie highlighted in her March 3rd presentation to C2021 presenters:
   a. Keep the content engaging and moving regularly by using more slides than you would in-person.
   b. Avoid reading a prepared speech.
   c. Don't read directly from your slides (and if you've followed good slide design principles, there won't be anything to read from!).
   d. Speak slowly.
   e. Position your camera level with your face and try to unclutter your home/office background as much as possible.
   f. Sign in as a participant on your phone to monitor what they are seeing.
   g. Use dual monitors if possible to maximize your Zoom viewing options.
   h. Have a buddy as co-host to act as a back-up in emergencies. Ensure they have a copy of the presentation.
   i. Connect through a phone number for audio in case you have unexpected problems with your Wifi. In an emergency your back-up buddy can advance your slides.
   j. Don't spend 80% of your 20 minutes describing the program and only 20% on the actual evaluation.
   k. Use learning objectives and revisit them at the end.
   l. Remember that your audience's attention will begin to wander at the 10 minute point. Is there something novel you can do to engage them?
   m. Engage your audience by telling more stories and providing real-life examples.
   n. Have your buddy give you warnings when your time is ending.
   o. Prepare 3 key take-away messages that you want the audience to remember about your presentation.
   p. Practice, practice, practice.
   q. Be yourself and people will love you no matter what.
3. For more ideas check out Kylie Hutchinson's booklet on how [You can be a better presenter](#).

4. Borrowing (with permission) from the Potent Presentations project of the AEA, consider the elements of the Presentation Assessment Rubric in self-assessing your material and delivery.
5. Stephanie Evergreen summarized Slide Design Guidelines in this publication.
6. Presenting online is not quite the same as in person. See this C2021 blog post on tips for speakers at virtual events.
7. This C2021 blog post on preparing your C2021 presentation also emphasizes the need to move from your text to your visual support: don't read your slides, use them to enhance comprehension.
8. This C2021 blog post offers guidelines to consider GBA+ angles in your presentation: reflect on the likely different experiences of women and men in your setting, as well as other groups whose voices are traditionally underrepresented.
9. Finally, think about ways to make your sessions inclusive:
    a. consider accessibility when designing your session
    b. add a land acknowledgement
    c. share your pronouns, and
    d. use inclusive and affirming language