Workshop leader guidance

This guidance for workshop leaders supports successful delivery of your workshop 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**! Use your discount code to register. Registration is required in order to access your workshop page on the conference platform. Let us know at c2021workshops@evaluationcanada.ca if you do not plan to attend the conference.
2. Set up your workshop page on the Speakers' portal. (see below)
3. Set up slide presentations in 16x9 format.
4. Get to the session 30 minutes in advance to connect with your co-leaders, if applicable, greet your participants and to make sure your equipment is in working order.
5. Make sure your visual material is open and readily available on your computer!

Step-by-step guide

Set up your workshop page in the PheedLoop Conference Platform
Register for the conference using your C2021 discount code. You will then receive a link and instructions to access your workshop page through your "Speaker Portal". You can upload background reading, text, notes, data, visuals, ppt slides, pre-session readings, or other material. Through your Speaker Portal, you will also find a list of who has registered for your workshop.

OPTION 1:USING YOUR OWN ZOOM ACCOUNT	OPTION 2: USING A CONFERENCE ZOOM ACCOUNT
1. Respond to communication from the Workshop Working Group indicating you will be using your own Zoom account. 2. Create a Zoom meeting and share the meeting link with c2021sessioninfo@evaluationcanada.ca **by April 26** so that it can be inserted into the workshop page. 3. In case of technical issues during your workshop contact c2021tech@evaluationcanada.ca	1. Respond to communication from the Workshop Working Group indicating you will be using a conference Zoom account. 2. You will be sent a link for your workshop by April 26. 3. Fifteen to 30 minutes before the workshop start time, connect to the Zoom session initiated by an administrator using the link received from C2021. 4. The administrator will then transfer to you the host role. (Decide in advance who in your team will take on the host role.)

	5. In case of technical issues during your workshop contact c2021tech@evaluationcanada.ca

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 declutter 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 your session slides and can pinch-hit if you become temporarily unavailable..
   i. Use your phone as audio in case you have unexpected problems with your Wifi. In an emergency your back-up buddy can advance your slides.
   j. Use learning objectives and revisit them at the end.
   k. 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?
   l. Engage your audience by telling more stories and providing real-life examples.
   m. Have your buddy help keep you on track for time.
   n. Practice, practice, practice.
   o. 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. 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](#)