**2023 Annual Training**

*Presenter checklist and tips*

**In-Person Events**

*Pre-event:*

- Working with the organizers, confirm goals of the presentation content, timing and the audience.
- Prepare a multimedia presentation that is concise, engaging but not distracting, and addresses common questions.
- Practice your presentation using the rehearsal tools in PowerPoint, or a timer.
- Know what time you are presenting and how long your session is.
- Plan for time dedicated to wrap up and have Q&A.
- If you are comfortable, greet your audience as they come into your presentation space. This builds familiarity, hospitality and trust.

*Presentation Day:*

- Leverage body language, facial expressions, and eye contact to effectively communicate with your audience.
- Show enthusiasm and move around with the flow of the presentation.
- Show good posture to display confidence.
- Talk to and with your audience, not at them.
- Project your voice to fill the space, avoid looking down when speaking.
- Increase engagement by adding polls or break-out sessions.

Hybrid events

*Pre-event:*

- Check all meeting links, handout (digital downloads), test AV equipment in advance, check audio for both in-person mic and computer mic.
- Confirm or provide someone dedicated to managing Zoom chat and technical assistance.
- Have digital handouts prepared and ready to distribute.
- Choose what type of view you will be using – Speaker, Gallery, or just the slides.

*Presentation Day:*

- Announce how much of your time will be presentation vs. discussion, and if questions are allowed during the presentation or will only be permitted at the end, with a moderator.
- Review the presentation outcomes and identify and distribute resources as it makes sense with your presentation.
- Divide the in-person groups into teams and use breakout rooms on Zoom if doing a small group exercise.

- Communicate with the moderator periodically to manage the chat and identify questions that need to be addressed.