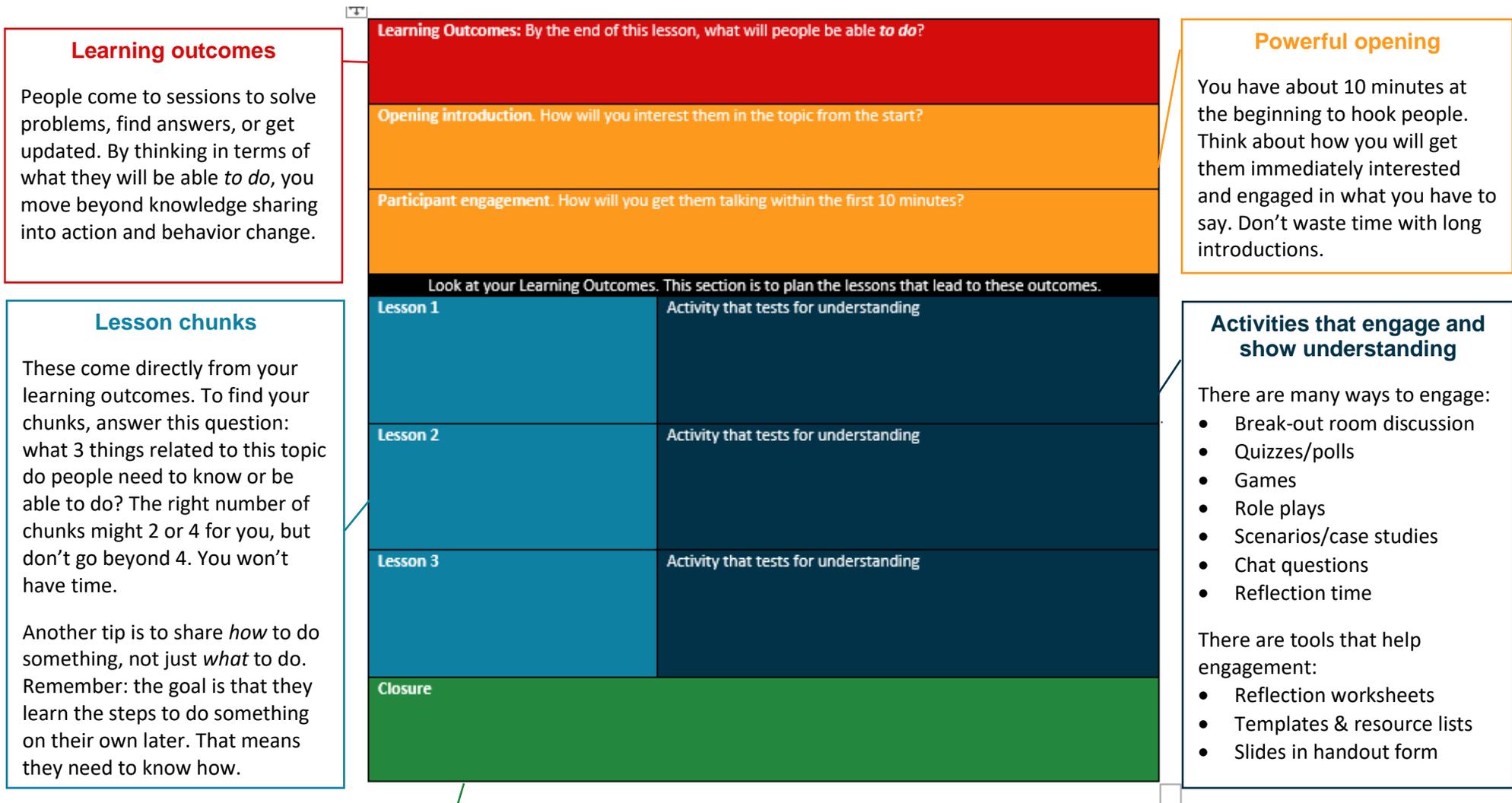


Get Ready for an Online Conference Workshop

There are 5 main elements to an excellent conference presentation, whether in-person or online. While the tools may be different, the structure is the same. Use this overview in combination with the checklist and planner to design an excellent conference presentation.



Learning outcomes

People come to sessions to solve problems, find answers, or get updated. By thinking in terms of what they will be able to do, you move beyond knowledge sharing into action and behavior change.

Powerful opening

You have about 10 minutes at the beginning to hook people. Think about how you will get them immediately interested and engaged in what you have to say. Don't waste time with long introductions.

Lesson chunks

These come directly from your learning outcomes. To find your chunks, answer this question: what 3 things related to this topic do people need to know or be able to do? The right number of chunks might 2 or 4 for you, but don't go beyond 4. You won't have time.

Another tip is to share *how* to do something, not just *what* to do. Remember: the goal is that they learn the steps to do something on their own later. That means they need to know how.

Activities that engage and show understanding

There are many ways to engage:

- Break-out room discussion
- Quizzes/polls
- Games
- Role plays
- Scenarios/case studies
- Chat questions
- Reflection time

There are tools that help engagement:

- Reflection worksheets
- Templates & resource lists
- Slides in handout form

Closure

This is the most important part of your presentation, so leave enough time. This is where you help them form the bridge between what you taught them and how they will apply it later. You help them to transfer knowledge into action.

Online Conference Presentation Planner

Learning Outcomes: By the end of this lesson, what will people be able to do?

Opening introduction. How will you interest them in the topic from the start?

Participant engagement. How will you get them talking or otherwise engaged within the first 10 minutes?

Look at your Learning Outcomes. This section is to plan the lessons that lead to these outcomes.

Lesson 1

Activity that tests for understanding

Lesson 2

Activity that tests for understanding

Lesson 3

Activity that tests for understanding

Closure How will participants bring this back?



Online Conference Presentation Checklist

GET READY

- You have defined your focus audience.
- You have defined what they need to get out of this session.
- You have defined what actions you want them to be able to take after this session.

CONTENT

- You provide learning outcomes that are appropriate for this audience. These learning outcomes are something that you could see or hear (not “they will understand”).
- You have a powerful opening that engages people right away.
- You have chunked out content in a way that is meaningful to participants and that supports your learning outcomes.
- You have edited down the content to just what they need to know. This can be the hardest part for many subject matter experts!
- You have designed an activity for each lesson to give participants a chance to practice, and to give you an opportunity for feedback on how well they learned.
- You have allowed for enough time for closure. During this time, participants will connect what they learned with ways to apply it within their own context.

DELIVERY

- You conduct yourself as if you were delivering the workshop in-person. That may mean creating a standing desk so you can stand and deliver with your whole body.
- You build social connections with participants before and during the presentation. This might include calling people by name, referencing a challenge someone noted in the chat box, or reading body language.
- You use powerpoint to support what is said, not capture all that is said. You do not read slides.
- You plan for the two roles (“hats” if same person) in teaching: facilitator where you draw out their knowledge and subject matter expert where you share your knowledge.

TECHNOLOGY

- You know how to use the technology and its engagement tools.
- You use the engagement tools available to you (chat, Q&A, polling, whiteboard...).
- You consider engagement tools outside of your technology platform to encourage collaboration and shared note-taking (Google docs, Padlet, Mural, Sli.do, Mentimeter...)
- You do a trial run to ensure the technology will work.
- You have aligned expectations with a producer ready to support the technology and be your “eyes and ears” through the presentation.
- You provide any orientation to these tools needed for your participants. This may mean introductory slides if the conference producer doesn’t provide these.

SUPPORTS

- You have provided any tools people might need to support reflection and learning transfer. This might include:
 - Slideshow in handout form
 - “Placemat” reflection tool or worksheet
 - Workbook
 - Templates or sample documents
 - Directory of resources

