PRESENTATION PREPARATION & DEADLINES

IACET is delighted that you will be presenting at the 3rd Annual Continuing Education and Training Conference. The theme for the conference is *Transformative Training: From Influence to Impact*. Blending the benefits of both the virtual and live-event experiences, this conference brings together Accredited Providers, CE/T professionals, and other critical stakeholders to empower workforce development professionals globally. Your role, as a presenter, is integral to the success of the conference, so we want to make sure you have the appropriate information and resources to assist you in preparing your presentation.

PRESENTATION INFORMATION

**Session Details:** You can view the title and description for your session on the IACET website under Annual Conference Sessions.

**Presenter Details:** You can view the biography and your photo on the IACET website under Annual Conference Speakers.

Be sure to review the information for accuracy. You can email any updates to bradley@iacet.org or update the information using the speaker form in Whova, our conference app. You can find more information about how to use Whova in the Whova Speaker Guide.

HANDOUTS \ LINKS

Providing examples of the concepts you are describing can sometimes help to solidify a presentation. If you want to share additional resources with attendees, you may submit them to IACET by **Wednesday, September 7, 2022**, and we will make them available for your session attendees online. The handouts should be in PDF format to ensure the greatest compatibility across the various systems that attendees may be using to attend the conference.

You can also provide any website links that you would like attendees to be able to access.

ATTIRE

Please dress in business attire for your presentation. Since you are going to be on camera, we do have some guidelines for you to follow to make sure you are presented in your best light visually on screen.

COLORS

When looking at your closet, there are some choices that are better than others. You’ll want to avoid white or bright yellows that may reflect light and make you appear washed out on camera. At the other end of the spectrum, the color black tends to absorb too much light. And it can drain the color from your face. Additionally, some bright reds can be too distracting. Speaking of Red, bright red can cause problems for cameras. Best to avoid bright red.

The colors that are best for the camera are **solid colors in muted or rich jewel tones:** Solid colors such as Blue, Purple, Grey, Navy, Coral, and Green.

PATTERNS

It’s best to avoid busy patterns or tight patterns, such as plaid, herringbone, checks, or tight stripes that are too close together. Busy patterns on clothing, including neckties tend to play tricks with the camera causing a distracting wavy pattern on the screen. You’ll want your audience to focus on your face, not your busy wardrobe.
ACCESSORIES

Avoid large shiny jewelry that could reflect light back into the camera, or earrings or bracelets that could dangle or make a rattling sound while you are talking on camera. Always make sure your clothes are ironed and ready for the camera.

HAIR

Style your hair away from your face to avoid any shadows and just Keep everything simple and professional.

PRESENTATION PARAMETERS AND STRUCTURE

Any speaker using Microsoft PowerPoint or a like product, must submit presentations by Wednesday, September 7, 2022. Submitted materials must be in their final form and speakers should not make changes to their presentation slides after submitting them. Presentations will be posted online as well as in the conference mobile app in PDF format for conference attendees to download prior to and following the conference.

Presentation Title and Speakers: Session title and all speakers involved should be listed on the first slide of the deck.

Logo Usage: Institutional logos may be used on the first and last slide.

Bibliographic Citations: Citations of copyrighted material should appear on the final slide of the session, to include original author, publication date, location of publication, and associated web URL, if appropriate.

Presentation Length by Style: The sessions are schedule in 60 minutes blocks. IACET suggests being prepared for 45-50 minutes of content with 10-15 minutes for audience questions and answers.

Template: You may use the IACET Annual Conference 2022 PowerPoint template or your own. If you use your own, it must be formatted for a widescreen (16:9).

PRESENTER TIPS

Session Outline: Before creating the slide deck, create an outline to emphasize the session’s essential information. Emphasize the information audiences can use, not what they should know, to streamline delivery. Tangents, stories, and case studies can be beneficial when engaging digital audiences, especially through virtual sessions.

Practice Your Timing: Use the PowerPoint “notes” feature to detail your talking points per slide, framing your discussion and notes to detail the approximate timing per slide.

Incorporating Graphics and Visuals: Graphics and visuals within a virtual presentation help steer the audience’s eyes and gauge their attention. It is critical to ensure that you do not overuse visual aids, however, as the images can serve as a distraction.

Engage Your Audience: As sessions are recorded, presenters are encouraged to incorporate pauses and polling into the sessions. In addition, the chat box feature can be utilized to provide instant access to session attendees and to generate additional interest regarding the session’s live question-and-answer portion.

POLL QUESTIONS

If you choose to interact with your audience via polling, please send up to five (5) poll questions to Randy Bowman at randy@iacet.org by Wednesday August 31, 2022. IACET will be using the Whova You may use the table below as an example of what information is needed to build the poll.

Answer Type – The kind of form control to display to the attendee.

- Multiple Choice – displays up to ten (10) options and attendees may choose only one of the options
- Checkbox – displays up to ten (10) options and attendees may choose any numbers of options
- Short Answer – a text box is displayed for the attendee to provide a short answer
• Star rating – displays five (5) stars aligned horizontally where attendees can select a star to assign a rating.
• Word Cloud – Text box where attendees can type a word

<table>
<thead>
<tr>
<th>Answer Type</th>
<th>Question</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex.)</td>
<td>Multiple Choice</td>
<td>How much wood would a woodchuck chuck if a woodchuck could chuck wood?</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>• 1 bushel,</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>• 5 bushels</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>• A barrel full</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>• A heap</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Results will be available in the Whova Conference app but will not be able to be displayed on the screen in real-time.

Alternatively, if you already are comfortable and have access to a polling platform such as Poll Anywhere, you may use it.

Regardless of the polling platform you choose to use, it is important to remember that the virtual attendees are not quite “real-time.” There is a fifteen (15) to thirty (30) second delay in the Live Stream. So, plan accordingly for reviewing results.

TECHNICAL CONFIGURATION

IACET has partnered with BeaconLive to provide the virtual event platform for the conference. This will be a hybrid experience in which you will be presenting to both a live audience and a virtual audience at the same time. BeaconLive will have a video camera in the back of the room to capture the presenter on the stage. An in-room IACET staff member will be serving as your facilitator for the virtual experience, monitoring the chat and questions from virtual attendees and communicating those to you as appropriate.

The stage will have a podium with a podium microphone attached to it. A wireless lapel microphone will be available for presenters who wish to move around the stage. Additionally, three handheld wireless microphones will be available. One of those is intended to be used by members of the in-room audience to use when making comments or asking questions. Another is intended to be used by the virtual attendee facilitator to communicate questions and comments from the virtual attendees to the presenter and in-room attendees. The third handheld microphone will be available for the presenter to use.

A technology operations table will be set up in the back of the room. This table will have an IACET-provided laptop from which to run your PowerPoint. A wireless remote will be provided for you to use change slides. Due to our needing to have special software installed for live streaming, you will be unable to use your own laptop. Please bring your PPT on a thumb drive, if any changes are made between September 7 and your session.

To enable presenter slide control and presenter notes display, IACET is using OctoCue, an internet-based clicker platform. Using OctoCue, presenters can:

• Control their slides from their smartphone or internet connected tablet
• View their slide notes in real-time
• Hand control of the slide deck to any presenter seamlessly, supporting multiple presenters on one event

1 An unmanned, stationary camera pointed at the podium is being used in the Island 2 and Coastal room breakout session. Presenters in those rooms should limit their movement to ensure they do not move outside of the camera shot.
Below you’ll find all the key information you need to get started and get the very best experience with OctoCue.

- Check out this 2-minute video on YouTube showing how to get started with OctoCue
- Your show code will be provided to you at the venue
- Full documentation is available online at support.octocue.com

Click on the appropriate app store icon below for your device to download and install the app to your phone or tablet prior to your meeting.

[App Store icon] [Google Play icon]

CONNECTING WITH YOUR AUDIENCE

Unlike traditional virtual or in-person experiences, hybrid education sessions present unique challenges that require facilitators to balance the needs of the physical audience alongside those of virtual attendees. While both segments require unique preparations, session presenters should be cognizant of both audiences simultaneously, threading together conversation and questions to “bring” virtual attendees into the physical space.

CONNECTING WITH BOTH AUDIENCES

- **Use a Narrative.** When creating your presentation, we encourage you to use narratives, personal anecdotes, and calls to action via third-party personalities to shape the goal or topic of your presentation through personal connection.

- **Generate Conversation through Questions.** Adult leaders come from a variety of backgrounds across diverse work forces and life experiences; you can create more collaborative presentations by leveraging your audience’s expertise through questions. Include open-ended questions, word-cloud generations, and personal anecdotes to influence key points throughout your session.

- **Use Your Physical Space.** While being aware of moving around too much during a live-streamed presentation, don’t be afraid to use the physical space around the stage to engage with the audience. While there are recommendations below on engaging with virtual audiences, presenters should plan to maximize their use of the presentation area as opposed to standing in one location for prolonged periods of time.

- **Use of Images over Text.** When creating your presentation, we encourage the use of graphics, tables, charts, or visual aids over prolonged use of text on presentations. This encourages adult learners to listen to the presenter more intentionally and helps prevent attendee text fatigue. Additional depth of detail for each slide can be included on the Notes section of your presentation, which can be shared with attendees via the Handouts functionality on the conference phone application and the conference website.

CONNECTING WITH VIRTUAL AUDIENCES

- **Make Eye Contact with the Livestream.** When you arrive to present your session, our Staff will let you know where the Livestream camera will be placed. Be aware of this location and frequently come back to it, making eye contact, hand gestures, and conversational movements with the camera. While it may feel slightly uncomfortable, virtual attendees will note the interactions and feel included within the conversation.

- **Engage with the Virtual Audience.** When engaging a virtual audience, think of ways that you can incorporate remote, text-based conversations from attendees into your session. Personalize commentary by using the attendee’s name and location before stating their question aloud for other attendees and incorporate software that allows attendees to “interact” with your presentation via survey of Word cloud generation, such as Poll Everywhere. When asking questions aloud to the audience, encourage your virtual audience members to type their answers in the chat, following the same pattern as above for questions to create collaborative, virtual learning experiences. **Please Note:** In person presenters should anticipate a 15
to 30 second virtual delay when answering questions between the in person and virtual audience members due to lag time between attendee’s home connection and the conference platform(s).

- **Encourage in-room attendees to use the provided microphone for questions or comments. Restate questions or comments from in-room attendees.** While a microphone will be made available for the in-room attendees to use when they make comments and questions, many times in-room audiences will ignore the microphone. When the in-room attendees do not use the microphone, the remote attendees will NOT be able to hear comments or question from the in-room audience. In those cases, make sure to restate the question or comment so that the remote attendees are cognizant of the subject and included in the conversation.

- **Open and Close with Virtual Attendees.** When taking questions or requests for comment, open with a question or comment posed by a virtual attendee. For every two in-person interactions, try to go back to the virtual audience and engage them into the conversation. If possible, the last question you take before ending your session should be from a virtual audience member.

### DEADLINES

- **Weeks of August 1 – September 9 | Staff Meets with Session Presenters to touch base on development, answer questions, etc.**
- **Wednesday, August 31 | Last Day for Web Schedule Edits (Title, Description, Presenter, etc.) | and Poll Questions due to Randy (randy@iacet.org)**
- **Wednesday, September 7 | Staff Request PPTs/Presentations for Editorial Review (not Content review).**
- **On-Site | Technical Rehearsal with each presenter to be scheduled (to be scheduled independently)**

### SPEAKER RESOURCES

You can find this guide and other resources, including “I’m Speaking” social media graphics, on our website at: [https://www.iacet.org/events/annual-conference/2022-annual-conference/iacet2022-speakers-resources/](https://www.iacet.org/events/annual-conference/2022-annual-conference/iacet2022-speakers-resources/)