PRESENTATION PREPARATION & DEADLINES

IACET is delighted that you will be sharing your knowledge 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 on the date of your Virtual Session Recording, 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 plaids, 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, August 17, 2022, for review ahead of their Virtual Session Recording slot. 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 **45 minutes blocks.**

**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 into the sessions. While your session is Pre-Recorded and released ahead of the Conference to attendees, you will be able — and encouraged! — to answer questions, chat, and set up Virtual Meetings with attendees through IACET’s 3rd Annual CE/T Conference Whova App.

VIRTUAL RECORDING

Virtual Sessions for the IACET 3rd Annual Continuing Education and Training Conference will be **pre-recorded the week of August 22, 2022, via the Zoom Meeting Platform.** During a recording slot, IACET Annual Conference Presenters will share their screen featuring the PowerPoint presentation and go through the session material as if it was a live session. Upon conclusion, IACET Staff will post-produce these videos into a usable MP4 File which will be uploaded directly to the Conference Whova Phone Application, where it will launch ahead of the Opening Keynote on Wednesday, September 14.
During the Session Record, we encourage presenters to keep in mind the following:

**Lighting** – Ahead of your Session Recording, we recommend that you take a moment to consider lighting in your recording space. Natural lighting from a side window can help illuminate speakers without “washing them out,” but we encourage the usage of lamps, overhead lights, and Halo Rings slightly off and out of the line of sight of the camera for the best visibility. Please do not have any lighting source behind you, as this will pixelate the recording.

**Background** – IACET does not have a preference on the usage of virtual vs natural backgrounds. For Virtual Backgrounds, Presenters should emphasize non-animated backgrounds that are not distracting, such as virtual office spaces, libraries, or around-the-house rooms. For natural backgrounds, we encourage attendees to view their space within the confines of the virtual recording screen during the live call. In general, presenters should make every effort to remove clutter, trash, alcohol or other 18+ substance related paraphernalia.

**Ambient Noise** – While not always possible to control, Presenters should be aware of non-controllable sounds within their recording spaces, such as motorcycles, trash ups, loud motorized vehicles, deliveries, and more. When schedule your sessions, we encourage morning slots if at all possible, along with days that minimize potential distractions.

**Slide Content** – As Attendees will be reviewing the recording of the Session, we encourage the use of pictures, charts, graphics, and other visual aides over text on Slide Content. Presenters may include more detailed notes and focal points within the Notes section of their PowerPoints, which can be uploaded to the Session Presentation Page ahead of the recording’s release.

**Minimize Possible Disruptions** – IACET will not be editing the content of the recording, so to ensure the smoothest presentation, you’ll want to minimize possible disruptions. For example, double-check to make sure your phone ringer is off and set in a “do not disturb” mode. If possible, close other applications on your computer (e.g. Teams, Outlook, Slack, etc.) and turn off notifications. Let other people in your home or workspace know you are about to present so they will not knock or inadvertently otherwise interrupt you. Instead of a mobile phone, we recommend you start Zoom on your computer or laptop, which provides more stable network and better performance. However, ensure your laptop is fully-charged and plugged in.

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**ENGAGEMENT DURING THE EVENT**

During the event in September, you’ll want to make sure you are available to engage the attendees who are viewing your pre-recorded session by monitoring and responding to the *Questions from My Audience*. To do that, first make sure you download the Whova Conference App. Once you log-in:

1. **Tap Questions from My Audience** under Speaker Hub
2. You will see the list of sessions that you speak in. Tap the one you want to check.
3. The session shows all the questions asked by the audience, arranged in order by the number of *votes* for each question.
4. You can tap onto the question and answer it in the app.
CONNECTING WITH YOUR AUDIENCE

- **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.

DEADLINES

- **Weeks of August 1 – August 19 |** Staff Meets with Session Presenters to touch base on development, answer questions, etc.

- **Wednesday, August 17 |** Virtual Conference Presenters provide IACET Staff with a Copy of their PowerPoint Slide deck for Editorial Review (not Content Review).

- **Week of August 22 - 26 |** Virtual Conference Presenters meet and record with IACET Staff for their Virtual Sessions. Sessions are Post-Produced and Edited for MP4 export and upload.

- **Wednesday, September 14 |** Virtual Sessions go LIVE in the Morning; Attendees and Presenters begin Whova Application Communication.

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/).