



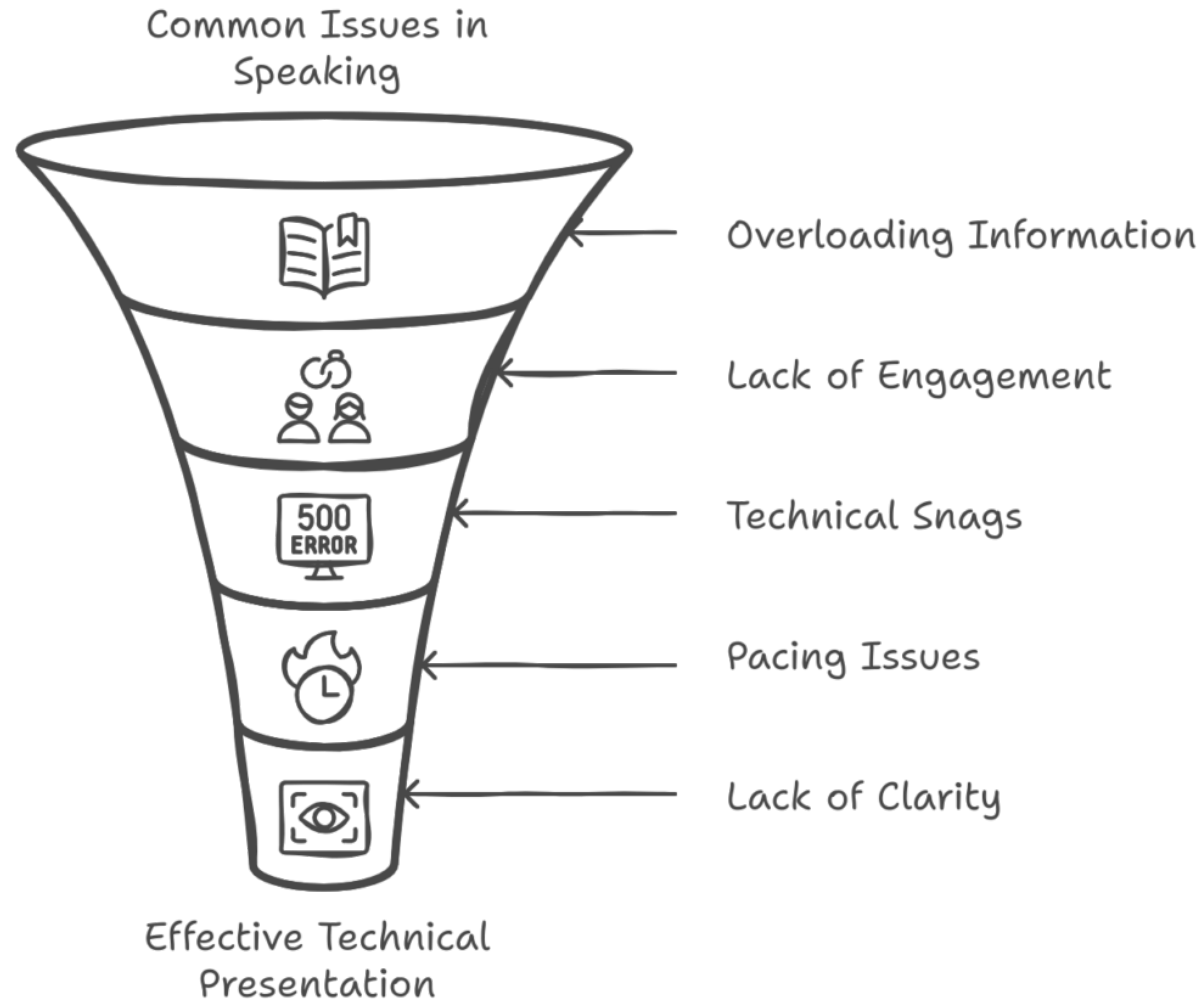
TIPS FOR THE WEB CONFERENCE SPEAKER

Perfect PRACTICE

Prior to the conference, **schedule a meeting** with your fellow session speakers and the session moderator to go over the session topic, speaking order, and possible discussion points.

Being prepared is half the battle.

Refining Technical Speaking Skills



Introduce YOU

Session moderators and facilitators may read your bio before you begin your presentation, but once you take the stage make sure to **RE-INTRODUCE** yourself.

Allow the audience to get to know you and the experience you offer.

Who are you and how will you impact the audience?

LIMIT Presentation Slides

Think of your presentation as an opportunity to share and connect with peers, not as a lecture.

Focus on the main, overarching point of the slide then **explain details verbally**. Avoid creating slides heavy text or extremely detailed images/maps.

Keep in mind, the audience in the back or sides of the room cannot see everything.

Be OPEN

Our session attendees are adult learners bringing their own knowledge and experience. Embrace this and be willing to allow your audience to **dive deep** into the content you are presenting.

Be open to the idea of the audience not just asking questions but building discussions.

The Rule of Three

Breaking your slides into 3 concepts helps to:

- 1 Give a compelling structure to your presentation
- 2 Keep it simple
- 3 Keep your audience engaged



SHARE the Stage

Support your fellow session speakers by **participating in their presentation** discussions and questions alongside the audience.

While participating, ensure you are not interrupting the current speaker, the moderator, or any attendees.

Give the audience members priority for questions and comments.

Be **QUICK**, but Inviting

Engaging with the audience is exciting, but with consideration for the other speakers in your session, **be mindful** of when a question or topic is consuming too much of your allotted time.

For questions and comments requiring more time than is available, encourage the audience member to connect with you after the session ends or via email.

SUMMARIZE Key Points

Reinforce the information you've shared with the audience by providing **1-3 key takeaways** from your presentation they can ponder on after leaving the session room.

Make a lasting impression!

Tips To Improve Presentation Skills



PROMOTE Your Technical Paper

It is impossible to cover everything in such limited time, so remind them to take some time to read your paper and **invite them** to email you with further thoughts. All technical papers are provided in the **conference proceedings** and are available to all full conference attendees.

This means anyone attending your session has access to your full technical paper.

Build CONNECTIONS

Provide your contact information – email address – on the final presentation slide. Give the audience a **pathway** that connects to you and the opportunity to ask questions post-conference.

Do not limit yourself to the 30-minutes you have on stage.

Additional Resources

- https://www.ted.com/playlists/226/before_public_speaking
- <https://www.nigp.org/blog/two-simple-moves-presentation>
- <https://professional.dce.harvard.edu/blog/10-tips-for-improving-your-public-speaking-skills/#Here-Are-My-10-Tips-for-Public-Speaking>
- <https://mariopeshev.com/8-tips-technical-speakers/>
- <https://kapable.club/blog/presentation-skills/presentation-skills-for-managers/>
- <https://slidemodel.com/23-powerpoint-presentation-tips-creating-engaging-interactive-presentations/>