

# Speaker Resources – Digital Showcase

---

The Digital showcase allows you to offer a multimedia poster session that will give you the opportunity to present your work in a slide show, movie or game format. It can go quickly with your presentation and questions from the audience so here are some tips to make sure your presentation runs smoothly.

## 1. Prepare for the session.

- A. Take time to practice your presentation. You will have 8 minutes to introduce your presentation, run the show and field questions from the audience. Make sure you have time to present without feeling rushed and give the audience time to enjoy the show.
- B. Have references prepared that might be useful to attendees after they leave the session.
- C. Handout: This should include the major points of your session with elaboration on some of the main issues. Please be sure to include any references or links to resources you used for information. Bring at least 10 copies of the handout with you to the conference. If you use PowerPoint your handout may be a copy of your slides if you wish. The point of the handout is that many people will learn a great deal at this conference in a short period of time. Handouts are helpful for individuals to reflect on what they have learned.

## 2. Facilitate discussion.

- A. Give a very short introduction to the topic of the session. Highlight a few issues you wish to cover in the discussion following the presentation.
- B. Take notes that will help you to facilitate. Note individuals' names and important comments.
- C. Probe attendees by asking for clarification on comments. Offer suggestions and expand on others' ideas and encourage the same from other attendees.

## 3. Conclude.

- A. Complete the session by highlighting important topics that were covered along with any revelations that were made during the discussion. Refer attendees to the reference sheet for more information.
- B. Ask for additional ideas from the participants. Keep in mind there is a vast amount of teaching experience at this conference and you may well learn something new about your own topic.
- C. Keep in mind that your presentation will be followed by another. Be courteous and keep to your time allowed so the next presenter time has time to set up his/her presentation.

## **Technology:**

Each presentation room will be equipped with one of each of the following items:

1. LCD projector
2. Computer with speakers
3. Overhead projector
4. Screen
5. Flipchart stand with paper and markers
6. Internet connection

Laptop software will include: Microsoft PowerPoint 2007, Vista or XP.

If you plan to provide your own laptop, projector or other technology related items, please understand that we will do our very best to integrate it into our system, **but there are no guarantees**. Bring a back up to your presentation, for example, USB drive **AND** a cd. If you have questions or concerns, please email Patti Spaniola at [iut@uwf.edu](mailto:iut@uwf.edu)