

# Speaker Resources – Workshop Sessions

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Please plan your presentation to fit into the time allowed for the session, and practice to be sure your timing is accurate. Every session at the conference could be expanded to allow for more detail and more discussion, and every session could be shortened by eliminating some supporting material or reducing the number of major points. There is no value in lamenting to your audience that you do not have enough time to cover the material. This simply frustrates the participants. Please know that we would have given you more time if it were possible.

Bring at least 15 copies of a handout for participants. If someone wants a copy and you have run out, get contact information so you can email it right after your presentation. Keep in mind if you don't email the handout within 7 days of the conference, the likelihood of the request getting lost increases significantly.

It is important to include the participants into your session through some kind of dialog or activity for the sessions. Include at least one activity for any session up to 60 minutes in length and at least two activities sessions to be longer than 60 minutes.

If you have any questions regarding this format, please let us know by emailing Patti Spaniola at [iut@uwf.edu](mailto:iut@uwf.edu).

## 1. Prepare for your presentation.

- A. Session Content: What message you are trying to get across? Be sure you are supporting your main message and that you have good examples.
- B. 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 15 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.
- C. Audience: Your primary audience members are college and university faculty from throughout the world. Most have taught for a few years, but some will be relatively new faculty members. IUT Conference tends to be a bit relaxed and informal. Your session can also be a bit informal. If there is one thing for certain it is that this group of individuals dislikes being lectured to for the full length of the session. The participants know a great deal and although they will respect you as the authority of the issue you are presenting, they will also much appreciate the opportunity to share and participate.
- D. Questions: Think of possible questions that might arise during the question and answer period and practice answers to those questions.

**2. Prepare your visual aids.**

- A. Simple: Keep your PowerPoint slides or overheads simple. It is best to use these only for abbreviated outlines or visuals to demonstrate a point. It is typically best to NOT include a lot of clip art, cute animations, or sounds.
- B. Error Check: Check repeatedly for errors (particularly spelling) so they don't detract from your presentation.
- C. Backup: If the use of a projector is critical to your presentation bring some form of backup in case the projector does not work. This does not mean bringing copies of all of your PowerPoint slides or overhead transparencies of all of your slides. Summarize your main points into a single page and include that with your hand out. This could serve as a backup if you experience difficulties with the technology: you can use these materials as the framework for your presentation.

**3. Practice.**

- A. Take time to practice your presentation. Be sure that you can speak slowly and clearly and still finish in the allotted time.
- B. Activities: Also practice any activity you plan to use at the conference. Try a variation of it in a class or meeting. The conference is not a good place to try something for the very first time.

**4. Present effectively.**

- A. Be Early: Be ready to set-up when the session before yours ends. Show up at your session room at least 10 minutes before you are scheduled to begin to allow yourself time to check the equipment and get your materials in order.
- B. Speak slowly and clearly and allow yourself and the audience time to process what you are saying.
- C. Do not read to the participants from your slides, unless it is a powerful quote and you can bring a special emphasis. This includes notes and PowerPoint (especially PowerPoint). Reading is the fastest way to a boring presentation. Incorporate a more conversational tone as well as visual aids for an interesting presentation.
- D. Finish On Time: In order to keep sessions on schedule, it is important to end your session on time. Please leave a few moments toward the end of your session for questions. Do not plan on using the time between your session and the next presenter's session, as this time is needed by the next presenter for setting-up.

**5. Answer questions.**

- A. Wear a watch: Keep an eye on the time so that you are sure to stop yourself in time to answer questions.
- B. Paraphrase all questions to ensure they were heard correctly by both yourself and other audience members.
- C. Be clear: Answer questions clearly and concisely and avoid rambling.
- D. Speak to the entire audience, not just the person who asked the question.

Do not be afraid to let the group know you don't know the answer to a question. It might work to ask if anyone in the group has a good answer to the question, or simply note it is a great question and you will need to look into that issue.

## **Technology:**

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

1. LCD projector
2. Screen
3. Flipchart stand with paper and markers
4. Wireless internet connection

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