Presenter Guidelines

REIGNITE
INNOVATION & ENTREPRENEURSHIP
IN CONTINUING EDUCATION

CAUCE CONFERENCE
CALGARY
MAY 22–24, 2024

CAUCE 2024 Annual Conference
Reignite Innovation & Entrepreneurship in Continuing Education

1. Due dates

Deadline	Activity
Once Accepted	**Review presentation description and speakers** Your presentation description and speaker information are based off the content from your proposal. However, they may have been edited to align with CAUCE's standards. You'll want to review this information on the conference website (under a Concurrent Session slot, check the sub-sessions) and make sure they're still accurate. If you have any minor edits, send them to cauce.secretariat@usask.ca Copy and paste the text from the website to a Word document. Use the "track changes" option when editing or indicate your edits with bold red text.
April 2	**Confirm your Audio/Visual needs** All concurrent sessions use the following standard setup unless otherwise requested. If this setup works for your presentation, there's nothing more you need to do for this task: ▪ Theater-style seating with a presentation podium. ▪ One computer. ▪ One (1) HD LCD projector with a HDMI connection and 1920×1080 resolution. ▪ One (1) projection screen 16:9 aspect ratio. ▪ Wireless internet connectivity. ▪ Speakers are provided. You should bring your presentation on a USB drive. If you have special requests for your presentation, it is your responsibility to contact cauce.secretariat@usask.ca by this deadline to determine if: ▪ Your presentation will require a different setup. ▪ The device you're presenting from only has a VGA output connection. ▪ You will be connecting an iPad or more than one device to the projector. If your presentation is scheduled as hybrid, the organizers will add additional equipment to the room setup. There's no action required on your end.

Deadline	Activity
April 5	**All speakers must have registered and paid for the event** Please follow the instructions on the [Registration](#) page. Speakers not registered by this date risk losing their speaking status.
May 22-24 **After your Presentation**	**CAUCE Conference UCalgary** **Concurrent presentation materials due** To share presentation information with all attendees (virtual and in-person), we encourage you to upload a PDF of your presentation to Whova after your session. If you require assistance, please forward your finalized PFD version to cauce.secretariat@usask.ca While not required, an event PowerPoint template is available for you to use for your presentation. Please download it [here](#). If you choose to use your own PowerPoint template, please include the conference cover slide at the start of your presentation.

2. Preparing for your presentation

What should I know about the conference audience?

Most attendees work in various areas of continuing education units across Canada. They will be looking for strategic and operational information they can use when they return to work. Usually, they gravitate to:

- Presenters who are conversational, to-the-point, and can relate to their needs.
- Presentations that reflect on concrete experiences rather than theoretical propositions or literature reviews.
- Examples and demonstrations of the concepts, tools, and techniques being shared.

What do I need to do before creating my presentation?

The description of your presentation is the most critical aspect as it drives people's decisions. You'll want to make sure the presentation you create fully matches the details of the description we have posted.

Be sure to review your presentation description once it's posted on the conference website. This can serve as a refresher on the talking points you've committed to, and

you can ensure that the description still matches your goals for the presentation after any edits that have been made to align the description with the program.

What kind of presentation do people expect?

It's simple: design a presentation that you would want to attend.

Attendees prefer presentations that go beyond a passive lecture. Think about what interactive techniques and audience participation tools you can add to your presentation:

- Query your audience with open-ended questions.
- Use student-response tools that can be used via their smartphones, or simply use polls that can be answered via show of hands.
- Apply exercises that can be completed in small groups.
- Go through case studies that illustrate your point.
- Make people stand up, stretch, and share their perspectives with one another.

Should I create additional resources?

While not required, you might also want to consider creating practical resource materials for your audience to enhance their experience and help them use your content when they return to work. These materials can be for use during the presentation or for attendees to review afterward. Some examples are:

- A short summary of the key points from your presentation.
- Checklists and/or action plans.
- Job aids or tools.
- A list of recommended websites, articles, books, media, and more on your topic.

While you could print these materials, we encourage you to save them in a cloud-based repository and share a short link or QR code. This code can be added to your Whova presentation description, or these documents could be uploaded straight to Whova

How many people can I expect at my presentation?

Attendance can vary widely depending on the interests of the attendees. Typically, our conference concurrent sessions host 20-25 attendees.

My presentation is hybrid, how can I prepare?

If you are delivering a hybrid presentation, remember that you will have a virtual audience in addition to the in-person attendees. The hybrid room can hold up to 50 in-person attendees with another 100 online. The conference will provide a moderator to facilitate questions during your presentation and you will be asked to use a microphone to ensure good sound quality.

Here are a few useful tips for your presentation:

- **Recording and Whova Upload**:
  - o Your presentation will be recorded and made available on Whova after your session concludes.
- **Dual Audience Acknowledgment**:
  - o Remember to address both in-person and virtual audiences during your presentation.
- **Microphone Usage**:
  - o Speak slowly and clearly when using the microphone.
  - o Describe any images projected to ensure understanding for all attendees.
- **Question Handling**:
  - o If someone asks a question, kindly repeat it aloud. This ensures everyone hears the question before your response.
  - o Your moderator will organize questions from the virtual attendees.
- **Interactive Elements**:
  - o Use interaction prompts suitable for all hybrid participants (e.g., polling).
  - o If planning small group activities, design breakout groups for virtual attendees.
- **Slide Design**:
  - o Ensure your slides are visually clear and high contrast.
  - o Avoid clutter; maintain a balance between text and images.
  - o Opt for accessible sans-serif fonts like Arial 20, Helvetica, Verdana, or Open Sans.
  - o Prioritize quality color contrast for readability. Dark backgrounds with light text (or vice versa) work best.
- **Video Precautions**:
  - o If incorporating videos, announce their playtime beforehand.
  - o Be aware of potential lag time for virtual attendees during video playback.

If you have multiple resources you would like to share during your presentation, please merge them into one PDF or connect with Dee (cauce.secretariat@usask.ca) to talk about how we can host your resources on our platform.

3. Presentation Materials

Do I have to provide presentation materials?

While slide decks and/or resources are not mandatory, if you're able to share them we highly encourage it. Please upload a PDF of your presentation to Whova after your session. This will enable all attendees s at the conference and online to access your materials. If you require assistance, please upload your finalized PDF presentation dropbox.

What kind of presentation materials can I submit?

The materials you submit should either directly share content from your presentation and/or enhance the topic further, either during the presentation or afterward. Your materials can include your slide deck, exercises, resource lists, job aids, cheat sheets, and infographics.

We also recommend including your contact information in your materials at the end of your presentation deck.

Can I include promotional content in my presentation and/or materials?

We ask that speakers not include promotional content in their presentation slide deck and/or resources. If you're unsure if something would be considered promotional content, please ask: cauce.secretariat@usask.ca

What kind of presentation deck should I submit?

Plain and simple, we encourage you to go beyond just bullet points. Keep your presentation materials sleek, to the point, and visually engaging. We also encourage you to think beyond your presentation materials and consider what ways you can engage your audience and enhance the learning experience.

While not required, an event PowerPoint template is available for you to use for your presentation. Please download it here. If you choose to use your own PowerPoint template, please include the conference cover slide at the start of your presentation.

How should I format my materials?

Please upload your presentation deck, handouts, and other materials as a PDF file. Before submitting, we recommend checking your materials for readability and spelling/grammar errors and ensuring that they look exactly as you intended.

NOTE: The file size for your presentation materials should not exceed 10MB. If one or more of your files is larger than 10MB, you will need to host the file elsewhere and create a link to provide attendees.

4. Promote your presentation

Conference hashtag

Informing individuals about your presentation is an excellent method to expand its audience. Below are some pointers to kick-start the process:
- When discussing the conference on social media platforms, utilize the designated conference hashtag, #CAUCE2024, to increase visibility.

- As the event approaches, engage with the discussions and inquiries under the hashtag, initiating interactions well before the conference commences.

Presentation Videos

Join us in recording a brief video to entice attendees to join your presentation! Treat it like an elevator pitch, seizing the opportunity to convey the value you'll provide. It's as easy as snapping a selfie—quick and effortless. Grab your smartphone, tablet, or webcam, and in just a few minutes, you're ready to share it on social media! Remember these tips:

- Keep it concise: Aim for around 30 seconds.
- Stay on topic: Focus on your presentation, not a sales pitch.

Craft your teaser with the aim of intriguing viewers, offering a glimpse into your topic. Highlight what sets your presentation apart, how it benefits attendees, and what they'll gain. Introduce yourself authentically, letting your true personality shine through.

Speaker Badges and Logos
We have logos and badges available below that you can use in blog posts, social media posts, email signatures, and other areas to promote your presentation. If you use these images, please ensure that you maintain the image aspect ratio and prevent them from appearing pixelated. You should also have access to this image from Whova.

Please link to the CAUCE 2024 Annual Conference homepage, using this link:
https://cauce-aepuc.ca/conference/index.php

5. During the presentation

When will I have access to the presentation room?

Presentation rooms will be open at all times during the conference. We recommend that you arrive to your room at least 15 minutes before the start of your presentation to:

- Introduce yourself to the room moderator.
- Connect your USB to the presentation podium computer. This computer is connected to the projector.
- Load and test your presentation.
- The seating arrangement may involve high-back stools, therefore it's essential to choose attire that allows for easy movement and comfort while seated.
- Welcome attendees as they arrive to the presentation.

When can I start my presentation?

The room moderator will introduce you and your presentation at the scheduled time. Please note that some attendees might continue to arrive after you have started.

When should I end my presentation?

Ideally, you should end your presentation leaving 10-15 minutes for questions. This is the moment many attendees have been waiting for, therefore leaving sufficient time to address their questions and comments enables you to learn from them.

How should I manage questions and comments?

There's no right or wrong answer here. To provide some guidance, let's consider two formats:

- Take questions as you go: This format imbeds interactivity, but it could consume your presentation time. If you decide to follow this format, limit the number of questions before continuing your presentation. Remind your audience there is time at the end of your presentation for additional questions.
- Take questions at the end only: This format focuses on keeping the structure and cadence of the presentation and it's highly beneficial for the speaker. Remind your attendees that there will be time for questions at the end.

Regardless of the format you're planning to use, please strive for clarity and succinctness when responding to questions.

What if I experience technical issues during my presentation?

Stay calm. If the technical issues occur midway through your presentation, you might not have time to troubleshoot them. You can ask the Room Host to assist while you:
- Apologize to your audience for the inconvenience.
- Remember: nobody knows your topic better than you, and people are used to technical issues.
- Take two steps to bring yourself closer to the audience and continue your presentation if you can.

6. After the presentation

How soon should I leave the room?

The room moderator will thank you for your presentation at the scheduled end time. Please remember to take your USB.

What if attendees want to continue the conversation?

Please move additional conversations to the public conference facility. Subsequent presenters will need time to set up for the next session.