

TIPS & TRICKS FOR WORKSHOP PRESENTERS IN A VIRTUAL SETTING

Thank you for your interest in leading a virtual workshop for Discovery Day in Health Sciences. Teachers from schools across the catchment area will be invited to select grade 10-12 students who are interested in science. Students will have the opportunity to learn more about the plethora of career options in medicine and health sciences. Below are some suggestions for hosting a successful online session. Please note that we are not looking for a lecture style presentation, but rather an engaging conversation with the participants.

DELIVERY/ LOGISTICS:

1. **Test out the video software and have supports in place** to assist with running the presentation, screen sharing, and coordinating the chat/audio Q&A. Do quick verbal check-ins throughout the rehearsal and on event day to ensure audio and visual are functioning properly.

**Capabilities of the built in two-way streaming service provided by ACCELEVENTS: chat, polls, Q&A, share screen, share video, raise hand*

***Capabilities of Zoom when integrated with ACCELEVENTS: chat, raise hand, voting (yes/no), screen share, whiteboard (for presenters only)*

****Please ensure the content does not exceed the 1-hour time limit.*

2. **Rehearse in front of a camera.** Practice exaggerating your emotions slightly, since it's harder to convey feelings virtually compared to in real life.
3. **Forward us any information or materials** that need to be shared with the students in advance and we'll be sure to pass along.

PRESENTATION:

4. **During your presentation, introduce yourself, co-presenters (if any), and your topic** in a warm and welcoming manner.
 - o Review etiquette and functions of your virtual platform, i.e. mute your mic, video optional, use your first name only, how to ask a question or use the chat, etc.
 - o Include a brief description of what you do and your academic path to have reached this point. Students are interested in learning what courses are needed in order to achieve similar goals. Describe any other possible career options that might stem from that path.
5. **Check-in with participants regularly to ensure they are engaged:**
 - o ask questions throughout the presentation and have a conversation with the students rather than simply present slides
 - o where possible use polls, quizzes, and whiteboard activities
 - o use screen sharing or a secondary camera to showcase visuals (real time or pre-recorded) such as pictures, videos, a virtual walk through of your space and models
6. **Offer a PDF version of your presentation, or any other useful links/ resources, afterwards so students don't have to worry about taking notes and can focus more on your presentation.** Keep the information on PPT slides uncluttered and avoid simply reading them.
7. **Use grade appropriate language and examples.** Provide clear instructions for any tasks.
8. **If you wish, provide your contact information** to participants for any questions or comments that might arise afterwards.

