Presenter Training

October 3, 2023
Daita Sergh, PhD
Senior Education Manager

Erin Hathaway
Conference & Events Manager

Use conference@aashe.org to contact both of us
Agenda

- Welcome & Intro (Daita)
- Speaker Portal & Mobile App (Erin)
- Your Engaging Session (Daita)
- On-Site (Erin)
- Recap, Next Steps & Q&A (Daita/Erin)
Attendee Poll

Did you previously present at or attend an in-person AASHE conference?
● Yes, attend
● Yes, present & attend
● No

Did you previously present at or attend a virtual AASHE conference?
● Yes, attend
● Yes, present & attend
● No
Rename yourself with your first name, last name and institution.
Who is here? Chat Storm

1. **Rename** yourself with your first name, last name and institution

2. **Type into Chat:** what is the number 1 insight that you’d like attendees to get from your session

3. **Wait** … Don’t hit Enter

4. I’ll give you about a minute
Speaker Portal
Speaker Portal - Pheedloop

Speaker Portal Access email (sent to you on or after 9/21)

- Let us know if you don’t have it - first search for “Your Speaker Portal” sent from no-reply@pheedloop.com
- Please check your Spam folder
What’s the same?

- Same provider as 2021 and 2022
- You can review your session’s info including Title, Description, Time, & Location
  - All Session times are listed in Eastern time zone
- Update your speaker bio
  - Add a photo!

What’s different?

- Can create digital polls for your session
- Can take text questions from the audience
We are excited to introduce you to your personal speaker portal for AASHE 2023.

- Anytime: review your scheduled sessions including title, description, assigned date, time and location.
- By October 6: Submit minor changes to your session(s) using this form (if needed).
- By October 20: Update your profile (bio and headshot) for inclusion in the conference mobile app by selecting “My Profile.”
- By October 20: Upload files like session slides and handouts for inclusion in the conference mobile app by selecting “Session Files.”

For additional information on presenting, please register to attend the Presenter Q&A/Training Session on October 3 at 2:00 p.m. ET. If you are unable to attend the live
Speaker Portal Tasks

● Update/confirm profile information
● Upload presentation materials
● Finalize session information
● Add polls and Q&A
● Find Session Location (Floor & Room name)
Profile Information

- Update your **biography**
- Upload a **profile picture**
- Add any **additional information** you’d like to share with another attendees, such as social media profiles, contact information, etc.
- **Anything you enter in the Speaker Portal will be visible to attendees.**
Daita Serghi
Senior Education Manager,
AASHE

First Name: Daita
Last Name: Serghi
Email: daita.serghi@aashe.org
Organization: AASHE
Title: Senior Education Manager
Presentation Materials

All files uploaded will be available to attendees via the mobile app

- Upload a PDF of your session slides
  - Will not be available to present from at the session
- Upload any additional files or handouts
Confirm Session Information

- Check title, description, target audiences and audience level, and additional presenters

- If you have multiple sessions, you’ll be able to toggle between them

- For edits fill-out this form:
  https://www.formpl.us/form/5574687774605312
Deciphering the Challenges of Change Using Liberating Structures
Monday, October 30, 2023

DS Daita Serghi
Senior Education Manager, AASHE

Edit Details
Session Title *
Deciphering the Challenges of Change Using Liberating Structures
Find Session Location

- Session locations are on Floor 2, Floor 3, and Floor 5
- How to find your session location:
  - Speaker Portal
  - Full Schedule on [https://www.aashe.org/conference/full-schedule/](https://www.aashe.org/conference/full-schedule/)
  - Mobile App
  - In-Person: Registration & Help Desk on Floor 2
Find Session Location
Speaker Portal Tasks

● Add Polls
  ○ Polls must be enabled for audience to see.
  ○ Polls are public.
  ○ Single choice questions.

● View Digital Audience Questions

You will want to have the Mobile App or your Speaker portal up on your computer or phone to see poll results and digital audience questions.
What is your favorite color?

Poll Question *
What is your favorite color?

Options

Option 1 *
Blue

Option 2 *
Yellow

Option 3 *
A Sparrow

Add option

Results

<table>
<thead>
<tr>
<th>Option</th>
<th>Votes</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue</td>
<td>2</td>
<td>66.67%</td>
</tr>
<tr>
<td>Yellow</td>
<td>1</td>
<td>33.33%</td>
</tr>
<tr>
<td>A Sparrow</td>
<td>0</td>
<td>0%</td>
</tr>
</tbody>
</table>

Save Enable Poll Delete Poll
Presenter Deadlines

October 6
● Make any edits to your session’s info by submitting the form

October 20 - In Speaker Portal
● Review/update your speaker profile.
● Upload session slides, handouts or other resource materials
● Add polls
Mobile App
Mobile App

Attendees can:

● View session information
● View presentation materials
● View session location & maps
● Use session polls and submit questions digitally
● Evaluate sessions
From Pride to Planet: Queer Communities and Climate Justice

October 31, 09:00 AM – 12:00 PM

Racial Equity & Social Justice
Learning Lab
Administrators
Businesses & Community
Faculty
Graduate Students or Above
Introductory Level
Other Staff
Sustainability Staff
Undergraduate Students
Gardner – Floor 3

Climate change is one of the greatest threats faced by people and nature worldwide, but marginalized communities feel the impacts of this threat more severely than others. Although these communities have lower carbon footprints, they are at greater risk from climate change-related disasters because of limited access to resources to recover from disasters. The queer community is no exception. Queer people face higher rates of poverty, incarceration, lack of

Speakers

Read More

Add to Schedule

Faits
Feedback
Questions
Inner Development Goals for Sustainable Development Goal Success

October 31, 09:00 AM – 12:00 PM

Is it possible to influence the outer world by changing our inner world? If so, what skills, abilities, and qualities does one need to effectively bring about change, and how can higher education cultivate these capacities in their students and staff? The new Inner Development Goals (IDGs) framework seeks to address these questions and draw attention to and support the inner work needed to collectively create the changes we must make for a more sustainable future.

Read More

Speakers

Session Evaluation

We appreciate your feedback to help us improve our conference.

On a scale of 1-5, how would you rate this session? (1 is the lowest and 5 is the highest)

What did you like best about the session?

What would you recommend to improve the session?

Submit
Your Engaging Session
Attendee Poll

Which type of session(s) are you presenting at this year’s conference?

- Field Report (45 minutes)
- Learning Lab (3 hours)
- Networking Meeting (45 minutes)
- Topical Table (~1 hour)
Presenter Details Page

- **Register by September 15**
  - Registration as a presenter will serve as the confirmation that you will present your accepted sessions as listed in your acceptance notification email.
- **Receive access to Speaker Portal** after September 15:
  - Review your bio and upload your headshot preferably by October 20 for inclusion in the conference mobile app.
  - Upload session slides, handouts or other resource materials preferably by October 20 for inclusion in the conference mobile app.
- **Make any edits to your session** title and description by submitting this form by October 6.
- **Attend** the live Q&A and training session on October 3.
- **Reserve your hotel room** (if needed). Act quickly to secure your spot and ensure a seamless and comfortable stay during the conference. AASHE hotel rates are only valid for Oct. 29 – 31. Higher room rates will apply to dates before and after this period.

**Tips for a Successful Session**

**Before the Conference**

**At the Conference**

**After the Conference**

**Schedule At A Glance**

The schedule is available for you to preview. Familiarize yourself with the different activities that will take place at the conference.

**Session Types and Focus Areas**

AASHE 2023 will have different session types than in the past. The focus areas have also changed. Make sure you’re familiar with the new formats!
Presenter Tips

**Before the Conference**

- **Start with your audience in mind.** Consider what you can offer that is likely to be relevant and useful to attendees and structure your presentation so as to make clear what they will take away from your session or program. In particular, think about how attendees could learn from your experiences as they try to advance sustainability on their own campus.

- **Engage the audience.** Consider best practices for building your session as a collaborative experience which taps into the expertise of the participants and leaves them feeling energized and inspired.

- **Focus your session on something specific** (e.g., the findings of a particular research project; a valuable skill or competency; or an especially successful initiative). Don’t just provide a general overview of an institution’s sustainability efforts.

- **Highlight the unique or novel aspects** of your program/initiative/topic while still demonstrating relevance to other institutions. For example, if you are presenting a session about your institution’s green fund, be sure to describe any special features that distinguish your green fund from other green funds and that might be useful for other green fund administrators to implement.

- **Go deep!** Many of our members are seeking advanced, in-depth content.

- **Be provocative.** We appreciate sessions that thoughtfully challenge conventional wisdom.

- **Emphasize the impacts** of your research or initiative (e.g., on sustainable behaviors, carbon emissions, or operational costs). Sessions that demonstrate significant real-world impact tend to be more successful.

- **Provide evidence** to support your presentation. Attendees value presentations that are well supported with evidence and/or empirical research.

- **Avoid sales pitches.** All sessions must be educational in nature.

- **Prepare your presentation materials and load any slides on a thumb-drive.** To minimize technical issues, bring both PowerPoint and PDF versions of your presentation.

- **Make sure your slides are in widescreen format (16:9 aspect ratio).** [Learn how to switch to this format](#).
Attendee Poll

Why did you decide to attend AASHE 2023?

● Network with colleagues and peers
● Learn from keynotes
● Learn from presenters
● Learn about new products and solutions from exhibitors
● Professional skill development
● Other, please specify in chat
AASHE’s Get Interactive Resource

<table>
<thead>
<tr>
<th>Activity</th>
<th>Timing (minutes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome &amp; Introductions</td>
<td>5</td>
</tr>
<tr>
<td>Individual slide deck presentation</td>
<td>35-45</td>
</tr>
<tr>
<td>Questions from the audience</td>
<td>5-10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity</th>
<th>Timing (minutes)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcoming - Ground Rules</td>
<td>3</td>
</tr>
<tr>
<td>Individual presentation (using Pecha Kucha, Ignite or Kawasaki formats)</td>
<td>12</td>
</tr>
<tr>
<td>Icebreakers &amp; Intros – Paired Networking</td>
<td>5</td>
</tr>
<tr>
<td>Discussion Prompt (with poll)</td>
<td>3</td>
</tr>
<tr>
<td>Group work, Discussion &amp; Questions – Small-to-Large (1-3-all) to generate questions</td>
<td>10</td>
</tr>
<tr>
<td>Report-out (via chat)&amp; Audience-driven Q&amp;A forum</td>
<td>10</td>
</tr>
<tr>
<td>Closing</td>
<td>2</td>
</tr>
</tbody>
</table>

Total: 45 minutes
Develop Your Session

Stage 1: **Design** Your Session & Content

Stage 2: **Plan** for Success

Stage 3: **Deliver** Your Presentation

https://www.aashe.org/events-education/get-interactive
Develop Your Session: Design

- Review your **goals for the session** and design your presentation around them.

- Decide on a **format** that would best support these goals: interview, peer exchange, case study discussion, storytelling, etc.
  - Choose the **activities** that would work well with the format and goals you decided.

- **Build your session** taking into account:
  - Time limitation
  - Accessibility and Inclusiveness
  - Psychological safety
  - Engagement
Be Mindful of Your Time

- Field Reports & Networking Meetings: a total of 45 minutes
  - This includes presentation and Q&A/discussion
- Learning Labs: 3 hours
- Plan to change what you’re doing every 5-10 minutes.
- Be realistic with time - less is more.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Timing (min)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Slides</td>
<td>15</td>
</tr>
<tr>
<td>Icebreakers &amp; Intros – Paired networking (groups of 2-4)</td>
<td>5</td>
</tr>
<tr>
<td>Discussion Prompt</td>
<td>3</td>
</tr>
<tr>
<td>Groupwork &amp; Discussion 1-2-4- All (groups of 4)</td>
<td>10</td>
</tr>
<tr>
<td>Report-out &amp; Audience-driven Q&amp;A</td>
<td>5</td>
</tr>
<tr>
<td>Closings</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td><strong>40</strong></td>
</tr>
</tbody>
</table>
Connection before Content

Why is this important - write in chat or raise your hand

- Connect people to **the purpose** of why they’re there
- Connect people to **each other** because without relatedness, no work can occur.
- Create **space for authenticity and vulnerability**
Engagement, Psychological Safety, Accessibility & Inclusivity

Jamboard: https://jamboard.google.com/d/1bervRWyADaXdcwyt2mBnDm8P01rRldQ1S4rHqqFWtfs/viewer?f=0
Activities for Relationship-building

- Roundtable discussions - groups of 4-8
- Water cooler (paired or triad networking) - groups of 2-3
- Collaborative work (Think-Pair-Share) - 1-2-4-All; 1-3-All, etc
- Learn/share (what 2 things can you teach; what 2 things would you like to learn)
- 3-Person consulting - groups of 3
- Conversation Cafe - build upon the previous person’s input, etc
Test & Practice

- **Do a content rehearsal** to practice your presentation and to test your run time.
- Sessions with **multiple presenters** - make sure each presenter knows how much time they have
- Remember to **breathe**. You’re only human.
How to Help Your Session Attendees

● Follow **best practices** for engaging, psychologically safe, accessible and inclusive sessions

● Upload a **PDF of your slides** in the Speaker Portal, as well as any other helpful handouts or materials

● Make sure you stay within your **allotted time**
Tips for Specific Session Formats

Tips for a Successful Session

Before the Conference

At the Conference

After the Conference

Schedule At A Glance
The schedule is available for you to preview. Familiarize yourself with the different activities that will take place at the conference.

Session Types and Focus Areas
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Presenter Tips

http://aashe.org/conference/presenter-details/
Slide Templates
Develop Your Session

- **Stage 1: Design Your Session & Content**
  - Session Goals
  - Engaging Formats
  - Activities
- **Stage 2: Plan for Success**
  - Engagement Ideas
  - Create an Accessible and Inclusive Session
  - Prepare Your Slides (16:9 format)
- **Stage 3: Deliver Your Presentation**
  - Preparing to Present Live
  - During the Live Session

[https://www.aashe.org/events-education/get-interactive](https://www.aashe.org/events-education/get-interactive)
How to find the slide template - Speaker Portal

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### Presenter Slide Template

**Need to Make Session Updates?**

- Submit our [2023 AASHE Session update Request Form](#) by **October 6**.

**On-Site: Need Supplies?**

- Stop by Registration (Floor 2) to request supplies for your session: Sharpies, post-its, dry-erase colored markers, index cards, pens, easel sticky pads
  - Please return supplies when your session is complete.
AASHE Code of Conduct

- Please include the summarized Code of Conduct slide
- Inform attendees they can access the full Code of Conduct in the Mobile App.
AASHE Code of Conduct

- Act responsibly, behave courteously and respect the rights and dignity of others at all times while in attendance.
- Notify AASHE Staff of any concerning or unsafe situations ASAP.
- Provide clear, helpful and honest feedback.

The following actions are prohibited:
- Harassment or intimidation by words, gestures, or body language
- Verbally abusive behavior, including angry or vulgar language, swearing, name-calling or shouting
- Sexually explicit conversation or behavior
- Solicitation or spam of uninterested participants
On-Site
Conference Schedule-at-a-Glance

- Familiarize yourself with the schedule and know what happens before and after your session

https://www.aashe.org/conference/schedule-at-a-glance/
Conference Map - Sheraton Hotel

- Registration, Masterclasses, and the Expo Hall are on Floor 2
- Sessions take place on Floors 2, 3, and 5
- You can find your session location in the Speaker Portal, Mobile App, or the Full Schedule on aashe.org
Nursing Mother's Room, Wellness Room
Room Setups

Technology

- PC laptop (with MS Office installed), screen, projector
- Mac laptops and Mac adapters will not be provided.
- Use a USB drive to transfer your presentation to the laptop.
- You may not project from your own device.
Room Setups

Furniture:

- podium with microphone,
- head table with one table microphone and three chairs behind it.
- Sessions with more than three presenters may move additional chairs from the audience seating area to the front as needed.
- Please be sure to return chairs and any other furniture to the correct place when your session is over.
- Many session rooms will have built-in whiteboards.
Room Setups

- Arrive at your room **about 10-15 minutes before** your presentation is scheduled to begin.
- If technology problems arise during your session, **AASHE Program Staff** stationed near session rooms will be able to assist.
- Be prepared to monitor your **start and end times** to keep on the conference schedule.
- **Recording of sessions** or performances is prohibited without written consent from AASHE.
  - Some sessions will be recorded by AV staff.
Session Supplies

● AASHE is providing a **limited list of supplies**
  ○ Sharpies, post-its, dry-erase colored markers, index cards, pens, easel sticky pads

● All supplies can be borrowed from **Registration on Floor 2**
  ○ Please **return** after your session ends

● Using **tape or other adhesives** on the walls of the convention center
  is not allowed. Sticky notes are okay.
Recap, Next Steps, Q&A
Best Practices

- Arrive 10-15 minutes before your session start time
- Connection before Content
- Accessibility, Inclusion & Psychological Safety
- Engagement
- Change what you’re doing every 5-10 minutes
- Don’t overwhelm your slides with text and data
- Get the audience to interact with each other and/or the presenter
- Create something with the group
Get Interactive!

Presenter Details:
https://www.aashe.org/conference/presenter-details/

Get Interactive:
https://www.aashe.org/events-education/get-interactive/
Questions?

Email us at conference@aashe.org