

## General Speaker Tips

### ➤ Remember Your Session Type and Description

This is a great starting place for designing your presentation and talking points. Your session description has attracted attendees to *YOUR* session and identifies the key takeaways. These, combined with the length of your session, help frame what you aim to achieve given the time you have.

### ➤ Take the Spotlight, Give Your Slides the Supporting Role

Limit the amount of text on your slides; and to explain the details in your talk. Tell a story, using relevant narrative and images to support your talking points and engage the audience. If you have a lot of information to share, consider providing Virtual Handouts. These can include more than just your slides: additional context or specifics, extra links, references, or resources.

### ➤ Know and Involve Your Audience

Attendees will come from all areas with varying levels of expertise. If it would be helpful to know attendees' background or why they are there, you may want to do a quick poll. Also remember, you might breeze through an activity you created *much* faster than the audience because you are more familiar with it. Include clearly written directions and be agile if the unexpected happens!

### ➤ Hybrid? Remember the Virtual Audience!

Hybrid sessions have a session lead who acts as a proxy for the virtual audience and will connect with you before your session to figure out the best way to catch your attention and speak on behalf of virtual attendees. In the event of a technical issue, please allow the onsite and online tech support to solve the problem before starting or continuing your presentation.

### ➤ Define Acronyms and Abbreviations

For acronyms and abbreviations, a good rule is to always define them the first time you use them in a presentation, then shift to using the acronym or abbreviation.

### ➤ Practice, Practice, Practice

Practicing your presentation makes it easier to spot gaps in what you are covering throughout your session, rough or confusing transitions, and ensure sure co-presenters are all on the same page with the overall session flow. If you have discussion questions or activities, test them out on a colleague or family member before the session. Their feedback will help clear up any confusion with wording or directions that could trip up attendees and derail your session.

### ➤ Bring Your Best Self

What helps you succeed during a presentation? While you are speaking, it's always good to keep a pulse on your talking speed, facial expressions, vocal tone, and movements. Are you delivering your session the way you intend to?

### ➤ Promote Your Session

Share your "I'm Speaking" badge on LinkedIn, Instagram, or any other social media pages to help promote your session!