

## NRPA Live 2019 Speaker Checklist

Welcome to Baltimore! Your session has been selected to be either streamed live to the virtual NRPA audience or recorded for viewing following the conference. The recording process requires that a few extra items be considered prior to the conference to assure a seamless session. You have already provided us with session descriptions, titles, learning objectives, and much of the information that is required, but there are a few last items that we will require before you present. The following items are **due before August 26th**.

Before the Conference (Due by August 26th)	
	<b>Provide a headshot to accompany your speaker information.</b>
	<b>View the speaker preparation webinar held August 6<sup>th</sup>, 2019.</b> <ul style="list-style-type: none"> <li>The recording will be provided to speakers via e-mail.</li> </ul>
	<b>Provide a PowerPoint Presentation:</b> <ul style="list-style-type: none"> <li>Please work in <b>4:3</b> landscape ratio (Found under page setup)</li> <li>Please also try and use standard fonts: <ul style="list-style-type: none"> <li>○ Serif: Georgia, Times, Palatino, Book Antiqua, Courier</li> <li>○ Sans-Serif: Arial, Lucida, Tahoma, Verdana, Helvetica</li> </ul> </li> <li>Remember that you are presenting to both an in-person and online audience, plan any interactions accordingly.</li> </ul>
	<b>Engage in discussion promoting your session in the <a href="#">NRPA Education Connect Community</a>.</b>
	<b>Do you use any videos or were you planning on using the Internet?</b> <ul style="list-style-type: none"> <li>Work with the education manager for logistics</li> </ul>
	<b>Provide a list of resources:</b> <ul style="list-style-type: none"> <li>Resources can be html links or files that you wish to share alongside your presentation.</li> </ul>
	<b>Provide a brief quiz for your audience:</b> <ul style="list-style-type: none"> <li>Provide <b>10 multiple choice or True/False questions</b> that relate to your presentation for participants to meet virtual CEU requirements.</li> </ul>
	<b>Provide Seed Questions:</b> <ul style="list-style-type: none"> <li>Seed questions are questions that moderators may use to ask the audience during the live online event or to ask the presenters following the presentation in the event that the audience does not have questions.</li> </ul>
	<b>Send all of the above to the Online Learning Staff: <a href="mailto:OnlineLearning@nrpa.org">OnlineLearning@nrpa.org</a></b>

## Interview Booth on the Exhibition Hall Floor (September 24-25)



### Interview Booth

- Schedule a time with [OnlineLearning@nrpa.org](mailto:OnlineLearning@nrpa.org) to be interviewed regarding your topic and conference experience.

## Presenting at the Conference (September 24-26)



### Consider your attire:

- There will likely be a wearable microphone for you, so be sure that there is a place to clip it.



### Practice speaking to both the live audience and the camera:

- Run through your presentation keeping in mind, “How am I engaging and recognizing the online audience?”
  - Welcome the online audience
  - Plan any interactions with consideration for the virtual audience.

### Questions and answers:



- **STREAMING:** Check for any questions from the online audience (these will be delivered by the room host volunteer)
- For live audience questions, make sure to repeat the question before answering.
- Prepare 3-4 common seed questions just in case the audience is shy or slow to participate. **Send these to Josh:** [jyavelberg@nrpa.org](mailto:jyavelberg@nrpa.org)



### Have a hardcopy of your slides:

- This is a precaution and will help you to keep your eyes forward while speaking

## 30-45 Minutes Before the Live Event



### Arrive 30-45 minutes early!

- This will allow time to locate the presentation, get the mic set-up and familiarize yourself with the presentation space



### Do a quick run-through to see if everything is working properly.

## During the Presentation

### Speak into the mic.



- The microphone is both an amplification device and **THE RECORDING DEVICE**. Please be sure that you speak into it at all times.
- If the audience is asking a question, be sure that they use the microphone and you repeat the question just in case.

### Always consider the online audience.



- Welcome them to the presentation.
- Speak at times to the camera.
- Make sure any interactions consider this audience.
- **STREAMING:** Make sure to check for any questions from the online audience. (These will be delivered by the room host volunteer)

**Relax and have fun!**