

The 2021 Annual Conference on Advancing School Mental Health

For Live Sessions

Presenter Toolkit

School Mental Health: Moving Forward Together

Live on October 14th and 15th, 2021

This Presenter Toolkit provides guidance on planning, preparing, and submitting your presentation. We will help you through from start to finish.



UNIVERSITY of MARYLAND
SCHOOL OF MEDICINE



The National Center for School Mental Health at the University of Maryland School of Medicine is funded in part by the U.S. Department of Health and Human Services, Maternal and Child Health Bureau to advance school mental health programs and policies to support success for America's youth.

1 | Prepare Your Content

Be culturally competent. Ensure your content is culturally sensitive and applicable to a diverse audience.

- The NCSMH is committed to anti-racism, cultural responsiveness, and equity, and we hold presenters to the same standards. Content, images, and examples should be racially- and culturally- sensitive.
- Avoid political references.
- Avoid stereotypes and overgeneralizations.

Structure your content. Presentations should include the following elements:

- Clear introduction and objectives
- Engaging content
- Relevant data
- Logical and compelling conclusion

Optimize your slides. Whether you use PowerPoint, Google Slides, or another platform, these tips help you maximize your slides.

- Order your slides: Title > Disclosure > Learning Objectives > Content.
- Access disclosure slide templates for: [Disclosures](#), [No Disclosures](#).
- Only include the main points on slides. *Everything should be made as simple as possible, but no simpler.* – Einstein
- Make your slides [accessible to people with disabilities](#).
- Use colors effectively. Stick with high-contrast colors and text that is easy to read.
- Minimize transitions or distracting animations.
- Do not include any copyrighted audio or video, as YouTube will flag and remove it. You are responsible for ensuring your submission does not contain copyrighted audio or video.

2 | Plan for Success

Choose Your Setting. Where will you present?

- Select a space with minimal visual distractions and noises.
- Pay attention to the lighting in the room and orient yourself so that your face is well-lit. Generally, being backlit makes it harder to see your face.
- Avoid having a window in the view of the camera, as it will cause the background to be overexposed.

Position Yourself. What will the camera show?

- Speak straight into your camera, with your webcam at eye level.
- Your head and shoulders should be visible on the screen, and you can move forward and backward to find a distance that looks and feels comfortable to you.

Rehearse. Practice makes perfect.

- Consider using a mirror while you rehearse, or even make a practice recording to review.
- Share your video with a colleague, friend, or family member for feedback.
- Practice varying your pitch and tone and pay attention to your gestures and facial expressions.
- Use the physical space around you for emphasis (e.g., leaning forward to emphasize a point).

3 | Get Technical

Optimize your Computer. Make sure your computer is set up to present as smoothly as possible without hiccups.

- Download all documents to your computer instead of pulling from the internet or the cloud.
- Make sure the software you are using is up to date.
- Close any apps and software on your computer not being used for the presentation.
- Ethernet cables often provide a more stable and faster connection than WiFi.
- If you are using WiFi, present near your router with few obstructions.

Test the Microphone. Audio is an important part of your presentation.

- Test the microphone you plan to use before your presentation to ensure your voice is clear and understandable.
- Most computers have a built-in microphone that will work well. You may also use an external microphone or a headset if you have one.

Test the Camera. Make sure your camera is working properly.

- Test the camera you plan to use before your presentation to ensure your video is clear.
- Most computers have a built-in camera that will work well. You may also use an external camera.
- We encourage presenters to stay on camera during the presentation. However, you may use your judgment and go off-camera if needed.

4 | Submit Your Materials

Submitting. Send us your file!

- To upload your presentation materials (i.e., PowerPoint and/or handouts) [please use this link](#). **Submissions must be uploaded by midnight (ET) no later than Friday, October 1st.**