

# The virtual 2022 Annual Conference on Advancing School Mental Health



## Presenter Toolkit

### ***The Three Rs: Reflection, Recover, Renew***

Live sessions: October 13-14, 2022

Pre-recorded sessions available after live conference

Preparing your presentation for a virtual audience may be a new experience for many speakers. We are here to help. This Presenter Toolkit provides guidance on planning, preparing, and submitting your presentation. We will help you from start to finish.



UNIVERSITY of MARYLAND  
SCHOOL OF MEDICINE



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# 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, diversity, equity, inclusion, and accessibility; we hold presenters to the same standards. Content, images, and examples should be racially- and culturally- sensitive.
- Avoid political references, stereotypes, and overgeneralizations.

**Structure your content.** Presentations should include the following elements:

- Clear introduction and objectives
- Engaging content
- Relevant data
- Logical and compelling conclusion
- Live sessions must be exactly 60 minutes (including questions).
- Pre-recorded sessions must be no less than 45 minutes.

**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 PowerPoint Presentations Accessible](#): include alternative text and image descriptions for anyone viewing your slides later.
- Use colors effectively. Stick with high-contrast colors and text that is easy to read.
- Minimize transitions or distracting animations.
- For prerecorded sessions, do not include any copyrighted audio or video as Vimeo 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 record or present from?

- Select a space to record with minimal visual distractions and noises.
- Be sure to silence cell phones, watches, clocks, or any other alarms or noises that may disturb your presentation.
- Pay attention to the lighting in the room and orient yourself so that your face is well-lit.
- 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 permanent.

- 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 record as smoothly as possible without hiccups.

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

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

- Test the microphone you plan to use beforehand 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.** You may record your video during the presentation.

- Test the camera you plan to use beforehand 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 while presenting or recording. However, you may use your judgment and go off-camera if needed, or coordinate with your co-presenters such that only the person speaking is visible.

# 4a | Pre-recorded Sessions Only: Record, Save, & Submit

**Recording & Saving.** You have multiple options for recording your presentation, including PowerPoint and Zoom.

- To be included in the conference, you must submit a mp4 video file.
- Zoom and Microsoft PowerPoint are common methods for creating this file.
  - [Make a local recording with Zoom](#), or
  - For PowerPoint, [record a slide show with narrations and slide timings](#) and [turn your presentation into a video](#).
- After recording, save your video file where you can easily find it.

**Engage your audience.** While your session is pre-recorded, you want anyone who watches your video to be engaged with your important content.

- Speak clearly. You can add dynamics by varying your pitch and volume.
- If you want an interactive audience for your recording, you are welcome to invite others to participate in the recording via Zoom or another web-based recording platform. You are responsible for ensuring you have permission to use the audio and/or video of any participants you invite.

**Editing.** If you want or need, you can edit your video before submitting.

- You can edit your video file using software such as iMovie, Windows Media Player, or Photos before submitting. This is not a requirement, but you can use editing to remove unwanted pauses or mistakes.
- The NCSMH team will not edit any video submissions. The file you send to us is what we will post for your session.

**Submitting.** Send us your file!

- To access your presentation upload folder, [view the linked spreadsheet](#) and find your presentation (to search use CTRL+F on PC and CMD+F on Mac).
- Click on the link for your presentation in the green "Presenter Upload Link" column. This opens a webpage and sends an email with an access code to the upload folder to your lead presenter.
- Your lead presenter can then access the upload folder and click and drag the mp4 file into the folder to submit it. **Submissions must be uploaded by midnight ET on Friday, September 9th.**



# 4b| Live Sessions Only: Submit Your Materials

**Submitting.** Send us your files!

- [Use this link to upload your presentation materials](#) (i.e., PowerPoint and/or handouts). **Submissions must be uploaded by midnight ET on Friday, October 1st.**

## 2022 Conference Agenda

Thursday, October 13		Friday, October 14	
12:00-12:15p	Welcome and NCSMH Updates	12:00-12:05p	Welcome
12:15-1:15p	Keynote Address	12:05-1:05p	Panel Presentation
1:25-1:25p	Break	1:05-1:15p	Awards
1:25-2:25p	Conference Session 1 (9 breakouts)	1:25-2:25p	Conference Session 4 (9 breakouts)
2:25-2:35p	Break	2:25-2:35p	Break
2:35-3:35p	Conference Session 2 (9 breakouts)	2:35-3:35p	Conference Session 5 (9 breakouts)
3:35-3:45p	Break	3:35-3:45p	Break
3:45-4:45p	Conference Session 3 (9 breakouts)	3:45-5:00p	Symposia Breakout Sessions
4:45-5:00p	Break		
5:00-6:00p	Poster Session		

## Things to Consider



A wired internet connection and landline phone audio **are strongly recommended.**

When using the phone audio, please enter your participant ID to sync your audio to your internet connection.

We **strongly encourage** all presenters to be on camera for optimal engagement.

Be aware of personal effects and windows behind you during your presentation.

Mute your devices and close email to avoid alerts and chimes that may be distracting during the presentation.