



The 2023 Annual Conference on Advancing School Mental Health

Building Hopeful Futures for All Youth

Presenter Toolkit for **Live Sessions**

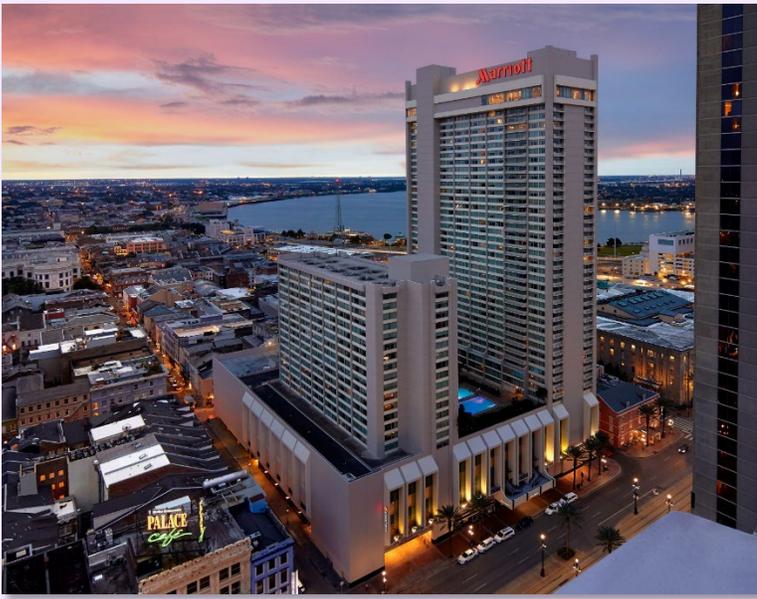
Dec 5-7 • New Orleans, LA • [SchoolMentalHealth.org](https://www.schoolmentalhealth.org)



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 US Department of Health and Human Services, Maternal Child and Health Bureau to advance school mental health programs and policies to support success for America's youth.



Conference Description

The Annual Conference on Advancing School Mental Health brings together leaders, practitioners, researchers, family members, advocates, and other partners in the school mental health field to share the latest research and best practices. The conference emphasizes a shared school-family-community agenda to bring mental health promotion, prevention, and intervention to students and families as part of a multi-tiered system of supports.

Conference Agenda

Tuesday, December 5

7:30-8:30a	Check-in, Continental Breakfast
8:30-8:45a	Welcome
8:45-9:45a	Keynote
9:45-10:15a	School Mental Health Awards
10:30-11:30a	Conference Session 1
11:45a-12:45p	Conference Session 2
12:45-1:15p	Lunch
1:15-2:15p	Conference Session 3
2:30-3:30p	Conference Session 4
3:45-4:45p	Conference Session 5

Wednesday, December 6

7:30-8:30a	Check-in, Continental Breakfast
8:30-8:45a	Welcome
8:45-9:45a	Keynote
10:00-11:00a	Conference Session 6
11:15a-12:45p	Symposia
12:45-1:15p	Lunch
1:15-2:15p	Conference Session 7
2:30-3:30p	Conference Session 8
3:45-4:45p	Conference Session 9
5:00-6:30p	Poster Session, Networking Reception

Thursday, December 7

9:00a-12:00p	Intensive Training Sessions
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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 and inclusive.
- 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
- Prepare for the duration of your session type (Conference Session – 60 minutes, Intensive Training Session – 180 minutes, Symposium – 90 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.
- Download, modify, and incorporate the appropriate [disclosure or non-disclosure slide](#).
- 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.

2 | Plan for Success

Rehearse. Practice makes permanent.

- Practice your portion(s) of the presentation, perhaps with a recording, mirror, or audience (family, friend, colleague) for feedback.
- If you have co-presenters, practice together.
- Time yourself to be sure you are within the time limit for your presentation type and have time for questions or other interactive components.
- 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).

Submit your materials.

- Using the [upload links spreadsheet](#), the lead presenter must access their upload folder through the link provided (in the tab for your session type, search for your name or presentation title using CTRL+F on PC and CMD+F on Mac). This requires security confirmation through the provided email address. If you encounter any issues in this process, please contact us at ncsmh@som.umaryland.edu.
- Upload your slides, handouts, and any other materials no later than **November 15, 2023, 11:59pm PT**.
- NCSMH is not responsible for distributing your materials. You are welcome to share directly with interested attendees at your discretion.

Be prepared and professional.

- Dress in business casual the day of your presentation.
- If your slides are hosted in a cloud-based server (Google Drive, SharePoint, OneDrive, etc.) download a copy directly to your device in case there are internet issues.
- Speak loudly and clearly so everyone in the room can hear and understand you.
- Connect with your assigned session moderator and discuss any needs or concerns with them.