

Speakers Instructions

Annual General Meeting Educational Series

Thank you for being a speaker at the upcoming Annual General Meeting Educational Series. The content you provide helps us to continue to hold a high quality program for your fellow ASRC members. The remainder of this sheet provides some additional instructions and tips for speaking at the AGM Educational Series.

PREPARATION

- You will be giving your presentation via Google Meets. Please familiarize yourself with the interface to share your screen. I suggest you share your desktop, not a particular application like Powerpoint.
- For slide deck style presentations, please do not present the slides in the application edit mode. Please actual present the slides.
- Folks will be viewing your presentation on computer screens. A good practice is to avoid large blocks of text.
- Please rehearse your presentation to provide a polished experience for the attendees and ensure the time allotted is met. The allotted length of your presentation is provided in the Educational Series Program.
- The allocated time for your presentation includes the content you want to deliver, questions and answers following, and schedule slip. It is preferable to run a few minutes faster than later. No one complains if you end early.
- Please sign onto the meeting link at least 5 minutes early to make sure you can share the screen without problems.

DELIVERING YOUR PRESENTATION

- If you prefer, the ASRC has a slide deck template available at the ASRC Archive in [4:3](#) or [16:9](#).
- Please consider interactive elements in your delivery. The program last all day Saturday and Sunday. Most folks are working from home these days and will have spent many hours this week on the phone and web-based meetings. Interactivity for something they do for fun will keep your audience engaged and enriches your presentation.
- There is no set format, you may deliver your content as you choose - including answering questions during or after your presentation. Please let the audience know what you prefer.

REACHING ALL OF THE ASRC MEMBERSHIP

- The ASRC has an initiative to record video and sound of presentations given at ASRC-sponsored events such as this one. This allows us to provide the high quality content you deliver to ASRC members who cannot attend. We may provide both a video and an audio-only format for the convenience of our members. If you do not wish to have your presentation recorded, please alert the organizer - although we hope you do.
- The ASRC wants to make meeting materials available to all of our membership, such as a PDF of your presentation. Please provide a PDF of your presentation to the organizer. If you do not wish to have your materials distributed, that's OK too.
- Links to your meeting materials, videos, and other media files will be provided following this event.

