

TIPS & TRICKS FOR WORKSHOP PRESENTERS IN AN ONLINE SETTING

Thank you for your interest in leading a workshop for Discovery Day in Health Sciences *ONLINE*.

Science minded high school students and young adult learners from across the region will be invited to take part. Participants will have the opportunity to learn more about a variety of career options in medicine and health sciences. Below are some suggestions for hosting a successful online session.

Please note that we are not looking for a lecture style presentation, but rather an engaging conversation with the participants. Polls, breakout rooms, videos and white boards are examples of effective means to involve the audience.

Presenters can choose to use the video stream in *Accelevents* (the platform used to deliver the program) or Zoom/WebEx/Teams if they have access to their own professional account (meeting link and password to be forwarded to the program coordinator at least two days prior to event day).

GUIDELINES:

1. If possible, have at least one co-presenter to assist with your presentation (strongly recommended)
2. Test out the platform and your presentation in advance of event day (with any co-presenters or the program coordinator)
3. Do quick verbal check-ins throughout the rehearsal and on event day to ensure audio and visual are functioning properly
4. If using the *Accelevents* video stream, downloadable documents and polls can be setup in advance
5. Develop audience appropriate content, referring to the list of participants sent to you in advance of event day (lists identify students with their grade, school and city/province)
6. During your presentation
 - introduce yourself, co-presenters (if any), and your topic as well as planned agenda
 - review etiquette and functions of the platform, i.e. mute your mic, video optional, how to ask a question or use the chat, etc.
 - include an overview of what you do and your academic path to this point
 - describe any other possible career options that might stem from your field of study
 - ask questions and have a conversation with the students rather than simply presenting slides
 - check in with your audience regularly
 - use polls, encourage questions orally or in the chat, present case studies, challenge with quizzes, develop group skills with breakout rooms, or enlist the aid of online tools such as whiteboards, SLIDO or Kahoot! whenever possible
 - screen share pre-recorded videos or incorporate a secondary camera to showcase visuals in real time to offer a virtual walk through of your space and day-to-day activities, if able to
 - upload any relevant documentation or other useful links/resources so participants don't have to worry about taking notes and can focus more on what you are saying
 - keep information on your PPT uncluttered and avoid simply reading from them
 - provide your contact information for any questions that might arise afterwards, if you feel comfortable doing so

