

Speaker Expectations

APRIL 24-27, 2023 | ATLANTA

Developing the Session Format

- ✓ How will you engage the audience?
- ✓ Will this be a panel discussion or a case study?
- ✓ If a panel, who will moderate, or will it be an open discussion?
- ✓ What will the timing be for each speaker and the Q&A?
- ✓ What portion will be presentation, lecture, or discussion?

Recover ✓

Renew ✓

**Reprioritizing
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Engaging Attendees

Recommendations to engage attendees:

- ✓ Use facilitation techniques such as crowd polling, breakout groups, pair groups, role playing, or simulations.
- ✓ Include games or quizzes to improve knowledge retention.
- ✓ Deliver a focused presentation that meets the stated objectives for the proposed session.

Accessibility Guidance for Presenters

- ✓ Don't alter the font or colors on the slide templates.
- ✓ If using images, add "Alt Text" to describe the photo. You can learn how to do so, [here](#)*.
- ✓ Keep the size of the font on slides legible (12 or above) and limit the amount of text on each slide.
- ✓ Use bullets and spacing to make the slides easier to read.
- ✓ Avoid using acronyms, as screen readers will read this as a word. If you must use an acronym, place a period between each letter, and make sure to define the acronym before using.

[Learn more about creating accessible presentations here*](#)

*You may need to right-click and select "Open Hyperlink."

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Slide/PowerPoint Best Practices

- ✓ Keep a reasonable number of slides for the allotted time.
- ✓ Consider the realistic start time and Q&A time to gauge your actual presentation time. Then cut that time in half and use that number as your maximum number of slides
For example, if you have a 90-minute session, you will probably have about 70-75 minutes of actual presentation time, so you should aim for no more than 25 slides or 1 slide for every 3 minutes.
- ✓ Slides are meant to enhance, not replace, your presentation.
- ✓ Do not read from slides.
- ✓ Keep animations and transitions to a minimum to avoid distracting motions.

Pre-Recorded Sessions

- ✓ Use Zoom to record your session.
- ✓ Use one of the provided Zoom Backgrounds. Test both to see which one looks better.
- ✓ Be aware of camera angles and lighting to minimize glare or shadows.
- ✓ Keep session length within the allotted time (Learning Sessions – 90 minutes, Quick Hits – 45 minutes).