# Practice Session Guidance Document for Presenters

## Invitation:

In this practice session, we will

1. Review technical setup
2. Practice slide sharing
3. Discuss questions, polling and audience interaction
4. Discuss end of event
5. Decide on next steps

We highly recommend that all presenting participants attend this practice session for at least 15 minutes so that we can finalize introductions, speaker order and presentation transitions, and closing comments. If you would like to schedule a closing debriefing session, we will set this up as an independent follow-up session to your meeting/webinar.

We are looking forward to producing a successful event with you!

## Preparation

☐ Please provide NEPHTC with a copy of all slide decks/presentation materials to be used

☐ Will this be a standard webinar or meeting?
 \*Chat is disabled in webinar/Q&A for technical

☐ Will there be polling slides or other interactions?

☐ Will there be breakout rooms?

☐ Who will be presenting the intro (NEPHTC) and outro slides?

☐ Who will be presenting, and will the presenters be moving their own slides?

* 1. Option for presenter to share desktop and advance slides
	2. Option for presenter to share desktop; we request control to advance slides
	3. Option for us to share desktop and advance slides (presenter slide prompts, please have your slide notes)
	4. Option for us share desktop, presenter requests control and advances slides (please have your slide notes)

## Technical setup

☐ Please set up in a quiet location and make sure that you can avoid distractions during the webinar

☐ Ensure you will have adequate access to internet during webinar presentation

☐ Please make sure to only have presentation and notes up on your computer during presentation

☐ We will check that your audio and video is coming across clearly

## Practice slide sharing

☐ Please be ready to share the presentation you will be using for the webinar on the actual day

☐ Share Zoom screen first, then enter PowerPoint/Google Slides presentation mode

☐ During the practice, our technical coordinator will work with you on slides you will advance, and where they will start the presentation (typically, the introduction is done by the moderator and the presenter will advance evaluation questions at the end)

## Questions, polling and audience interaction

☐ During the practice session, we will address what discussion questions will be prompted during the presentation

☐ We will confirm questions which will be asked to the group with the polling feature and where they will occur in the presentation

☐ Determine preference of audience interaction (Will you be monitoring the chat box throughout your presentation or do you prefer that the technical support person does this? Would you like to pause for audience questions throughout the presentation or do you prefer to wait until the end, etc)

## Ending the event

☐ HRSA poll 1-2 minutes from end time (we interrupt to warn). Evaluation data will be sent a few weeks later.

☐ Closing comments; recording will be available in 2-3 working days.

☐ All attendees and presenters exit, unless debrief scheduled

**Next steps**

☐ Would you like to schedule a post event debriefing?

☐ Are there any questions/concerns that we can clarify?

☐ Would you like to have another practice session?

☐ Please confirm that you can join the upcoming webinar 20-30 minutes before the start time for a final technical check

**Thank you! Done with the practice session!**