



Presenter Guide: Hands & Voices Annual Leadership Conference

September 18 – 20th, 2022

Fairport, NY

Thank you for your commitment to present a plenary session, breakout session, “H&V Talks” (TED-Like Talk) and/or poster at the upcoming Hands & Voices Annual Leadership Conference. We are so pleased you will be sharing your knowledge and experience to benefit colleagues from across the US, Canada and beyond!

To maximize your conference experience, Hands & Voices has created this guide to help you prepare your presentation(s), answer your questions, and provide you with important deadlines.

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DEADLINES

	Deadline	Plenary or Breakout Session	H&V “Talks” TED-Like Talk	Poster Session
Download Whova App on Phone – Find H&V Leadership Conference	August 2nd	X	X	X
Presenter Bio & Photo Uploaded to Whova App	August 2nd	X	X	X
Accessibility Needs Requests	August 2nd	X	X	X
Video in Presentation Requests	ASAP, no later than July 15th	X	NA	NA
Special Presentation Requests	August 16th	X	NA	NA
Early Bird Conference Registration	August 14th	X	X	X
Group Rate on Hotel Reservations	August 18th	X	X	X
PowerPoint Sent /Pdf Uploaded to Whova App	September 2nd	X	X	NA

DEADLINE EXPLANATIONS

- **Whova App Download**

Hands & Voices encourages all conference participants to use the Whova app: <https://whova.com/>. Search for “**H&V Leadership Conference 2022**”. Easily downloaded to your phone through Apple App Store or Google Play Store, the app contains information and features such as:

- conference agenda
- presenter access to update bio, profile, photo, and contact information

- conference room information
- session evaluations
- interaction with conference participants, exhibitors, and sponsors

- **Presenter Bio/Update Contact Info/Photo Due**

Hands & Voices has already prepared a presenter profile for you in the Whova conference app. We ask you to upload a brief updated bio, check your email and other contact information for accuracy, and upload a photo directly into the app. Please be careful not to create a second duplicate profile with a different email address.

- **Accessibility Needs Due**

Please let us know of any accessibility needs you may have as a presenter, expressive and receptive: captioning, ASL interpreting, cued speech transliterating, etc.

- **Audio/Video in Presentation Request Due**

For plenary and break out session presentations only, if you are going to have a video with sound playing during your presentation, HQ needs to know to have the proper Audio/Video ordered for the room. This notification is just if you are having sound coming from the computer. Audio/Video cannot be requested after this deadline.

Video should be embedded in your PowerPoint in the event Wi-Fi is not available for some reason. Check this ahead of time to make sure it is working.

- **Presentation Changes/Special Requests Due**

If you have any special requests or changes to your presentation, please let HQ know as soon as possible. We will do our best to accommodate them. Examples include room set-up, materials like white board or flipchart and markers, additions, or deletions of presenters (check the agenda), and interactive sessions that may need additional support.

- **PowerPoint Slides Due**

All presentations must be done in PowerPoint. Please upload the **pdf version** of your presentation directly into the Whova app. You will also need to upload the PowerPoint, **not pdf version**, via this page: <https://handsandvoices.org/conference/upload-files.html>

HQ will send periodic email reminders with deadlines and instructions.

GENERAL GUIDANCE/DIVERSITY

Your Commitment to our Hands & Voices Audience

The Hands & Voices Leadership Conference can draw from 250 to 300 attendees each year. Our audience consists of highly dedicated parents and professionals who have embraced leadership in providing support to families who have children who are deaf and hard of hearing. Our team works hard to ensure integrity throughout the conference, including from “the stage” so that no comments would be made that would any way be perceived as advocating for a particular language/modality/school placement/decision along the life journey of a family. The families gathered here represent the diversity of children who are deaf and hard of hearing across all modalities, languages, values, religions, cultures, identities, geographic locations, lived experiences etc. We want every single person to walk out the door of the conference feeling supported in their decisions, and we would never want anything said that would create a perception of judgment or create defensiveness. This conference is a safe place, in a world that often engages in a battle for the minds and hearts of parents. We thank you for your commitment to uphold these values as a presenter at our conference.

PLENARY AND BREAKOUT SESSION GUIDANCE

Equipment Provided

For plenary and breakout sessions, Hands & Voices will provide a laptop loaded with your presentation, projector, podium, podium microphone, screen, and internet connection. You are not able to use your own laptop. Please do not unhook any equipment in your presentation room.

Plan for Your Time Limit

Consult the agenda to ensure you know the length of your presentation and be sure to build in time for questions at the end. Room moderators will provide a warning towards the end of your session. You are responsible for ensuring your content and PowerPoint slides can be covered in the time allotted.

Tips for Presenting and Public Speaking

- Turn off your cell phone.
- Establish a way to check how much time you have remaining for your session or part of a session if co-presenting.
- Make sure to make your important point(s) up front.
- Present slowly and carefully, build in pauses.
- Present naturally, like you are having a conversation with a friend. Avoid reading your notes.
- Avoiding moving too much, move naturally.
- Involve your audience whenever possible (unless an “H&V Talks” session).
- End your presentation with a summary statement or call to action.
- End on time.

Tips for Making a PowerPoint Presentation (see “H&V Talks” (TED-Like Talk) Guidance for specific details)

- Use layout that is visually clear and contrast of light on dark or dark on light. Simple is often best.
- Use a font size that is easily visible: 28 to 34 bold fonts are recommended for subtitles.
- Avoid using fonts not commonly used.
- Minimize text whenever possible.
- Use graphs or charts or other visual images whenever possible.
- Insert hyperlinks and references for audience to find later.
- Remember to include contact information.

- Use images you have permission to use.
- Strive for diversity in images, examples, case studies, and panelists/co-presenters to reflect the diversity of the families we serve, such as modality, culture, identity, geography, lived experience, ability etc.
- Limit the number of slides used, keeping in mind the amount of time for your session.

Tips for Working with Interpreters/Transliterators/Captionists

- Introduce yourself to the accommodations team prior to starting your session.
- Build in pauses to your presentation to allow access for all participants, especially during Q&A with the audience or transitioning to a new presenter.
- Anyone using spoken language needs to speak into the microphone, repeat statements into the microphone from anyone off mic.
- Refrain from dimming lights as this may reduce the visibility of those providing communication access.
- Allow only one person to present or ask a question at a time.
- Check in with those providing accommodations periodically to ensure the pace is working.

Reminders Before You Leave Home

- Bring an electronic backup of your presentation, paper copy and other handouts with you.
- If presenting a poster, think ahead for how you will protect your poster in transit.

Reminders for During the Conference/Day of Presentation

- Make sure to check-in for the conference when you arrive.
- The day of your presentation, make sure you know how to locate the room for your presentation(s).
- Arrive to your room at least 5 to 10 minutes early. The earlier, the better.
- When you arrive at your room, check-in with your Room Moderator for any instructions.

- Test your PowerPoint, video or other visual aids and inspect your poster as applicable.
- Check in to make sure accommodations are running smoothly.
- Allow time for questions (except for “H&V Talks”) and evaluation at the end of your session.
- Remind participants to do the session evaluation on the Whova app before they leave.
- Follow up after with any promises to provide information, etc.

Evaluation Feedback

After the conference, presenters will be provided with evaluation results.

“H&V Talks” (TED-LIKE TALK) GUIDANCE

Overview

An “H&V Talks” (TED-Like Talk) is different than a session at our conference in the following ways:

- **The talk lasts no longer than 15 minutes.**
- The talk contains one good central idea.
- The idea is new, surprising, interesting, innovative, factual, realistic, thought-provoking, and replicable.
- The idea is not just a story or list of facts.
- The idea takes evidence or observations and draws a larger conclusion.
- The idea is founded on your expertise and your experience with its implementation.
- Questions will be saved until after the “H&V Talks” session is over for all presenters in your time block.

Tips for creating an outline and script¹

- Introduction: Start by making your audience care, using a relatable example or an intriguing idea.
- Make your point: Explain your idea quickly, clearly and with conviction. Do not focus on yourself.
- Describe your evidence and how and why your idea could be implemented: Make a list of the evidence you want to use, what your audience already knows and what things you will need to convince them of. Order the content from most exciting to least and then cut out all but the items that must stay or else you cannot make your argument. Keep new information. Explain jargon. Share this list with a trusted friend not familiar with the idea.
- Conclusion: End by addressing how your idea could affect your audience if they were to accept it. Finish with a conclusion that leaves your audience feeling positive and hopeful your idea will be successful. Avoid ending with a pitch. Give your audience a call to action.

Visual Images

- Focus on 1-3 visual images that encapsulate your idea.
- Use images that you have permission to use and strive for diversity in representation.
- No videos permitted in “H&V Talks.”
- Insert title slide information and images into “H&V Talks” template slide deck (this will be sent to you).
- Send the slides to HQ and your slides will be combined with the other presentations during your time block.

Rehearse

- On your own, rehearse your content until you are comfortable sharing your information in a fluent, unhurried, conversational way, as if you are talking to one person who needs to hear your information.
- Time yourself until you can keep the talk to no more than 15 minutes ***without exception***.
- Practice standing still while talking.
- You will be contacted to discuss the logistics of your “H&V Talks” session.
- You will be given a warning at 2 minutes from the end of your 15-minute time allotment.

¹ Derived from TEDx Speaker Guide

Guidance on How to Create/Deliver a TED Talk

- “TED’s Secret to Great Public Speaking” by Chris Anderson, TED Curator, shares a secret ingredient common in the best talks and 4 ways to make it work for you. 7 minutes

<https://www.youtube.com/watch?v=-FOCpMAww28>

- “How to Write a TED Talk Outline from Scratch” by Cece Payne, Content & Graphic Design Manager

<https://speakerflow.com/how-to-write-a-ted-talk-outline-from-scratch/>

Room Setup

The “H&V Talks” sessions will have a unique ‘stage’ for your presentation. Please be prepared to stand/sit in one place.

“H&V Talks” Presenter Instructions

All “H&V Talks” presenters will be in the room at least 5 to 10 minutes prior to the start of the session and seated at the front of the room. At the end of all the “H&V Talks” presentations, presenters will be asked to move to a designated spot to answer questions about their session one-on-one with audience members. Please allow time in your schedule for that.

Evaluations

Room moderators will instruct participants to complete session evaluations on the Whova app before they leave. After the conference, presenters will be provided with evaluation results.

POSTER GUIDANCE

Preparation

- Poster Size: Not to exceed 24 x 36 inches
- Backing: Foam Core Board - 24 x 36 inches – black – provided by H&V HQ
- Mounting: Push Pins – provided by H&V HQ
- Layout: Portrait or Landscape
- Content: Please try to include the following in your poster presentation:
 - Title
 - Authors: names, organization/agency, and contact details
 - Purpose and Objectives
 - Methods
 - Results
 - Discussion
 - Summary
 - QR code, email, website for more information.

Tips for Making Effective Posters

Your poster is a visual way to make several main points about your topic. Your poster should be easily understood on its own. You will not be presenting your poster to an audience or standing by it to explain it.

Your title should be bold and on top, your introduction on the upper right with your conclusion on the lower left. Lead your viewer through the main points of your poster by numbering each item or using arrows to direct the viewer to the next point. Font should be simple and as big as possible with good color contrast between the font and background. Use pictures, graphs, or tables to emphasize your point and reflect the diversity of the families we serve. Be sure your contact information/QR code is clearly available and check that it works.

Poster On-Site Set Up

Information about when and where your poster will be set up will be sent to you by a Conference Organizer via the Whova app.

Schedule for Poster Viewing

The schedule for viewing posters is available on the Whova app under the “Agenda” tab.

Participant Enticement for Participants

HQ has created incentives for participants to visit posters by strategically placing them in highly trafficked areas and promoting them from the plenary stage and through the Whova app. Conference participants will also be given “passports” so they can share one detail about a poster they visited and turn in their passport at the H&V Conference Registration desk to be entered into a drawing for a prize. The more posters visited, the more chances to win.

Award for Best Poster

The top poster will be honored with an award/prize. The posters will be rated by committee using a rubric led by a Poster Committee Chair. The award will be presented during a plenary session.

Poster Take Down

Information about when posters will need to be taken down will be sent to you by a Conference Organizer via the Whova app. Unclaimed posters will be taken down and stored at Registration area for on-site pick-up. Posters will not be forwarded.

Contact Person for Poster Questions: Candace Lindow-Davies at Candace@handsandvoices.org.

Let us know if you have questions or needs. Thank you again for sharing your knowledge with others. The Hands & Voices Leadership conference will be here before you know it!