A World of Opportunity Awaits

Important Dates

- **August 1:** Finalize your session content using the WE22 PPT Template as soon as possible to allow time to prepare for your recording.

- **September 16: Lecture & Panel Recordings Due** - In early July, speakers for panels and lectures will be invited to sign-up for a recording session in a staff-supported virtual studio. Sessions will be recorded between mid-July and mid-September.

- **August 31: Snap Session Recordings Due** - Snap session speakers will be asked to record sessions via Zoom and upload it to the SWE system by August 31, 2022.

- **October 1:** Deadline for WE22 speaker registrations to receive the discount.

- **October 20-22, 2022:** WE22 Conference.

WE22 Conference Formats & Time Limits

It is very important to not go over the allotted time for both recordings and in-person presentations. See the table below for the length of each presentation format.

Format Types	Recording	In-Person
Listen & Learn Lecture	30 minutes	45 minutes total (30 minutes lecture and 15 minutes Q&A)
Engaged Exchange (Panel Discussion)	45 minutes	60 minutes total (45 minutes discussion and 15 minutes Q&A)
Snap Session	15 minutes	15 minutes plus 5 minutes of Q&A.

SESSION RECORDING GUIDELINES

To create quality WE22 learning experiences, all recorded sessions will be reviewed to ensure the content meets the established guidelines.

⚠️ **If your recording does not meet the guidelines, you will be required to re-record your session within a few days.**

☐ **STEP 1: Use the WE22 Content Outline (shown on the next page) to create your content.** Finalize the content and review it several times prior to recording it.

☐ **STEP 2: Record Your Session .** Refer to <u>SWE's Guidance for Remote Presenter Tips</u>.
- **Snap Sessions are Due August 31 –** Snap sessions speakers should record sessions via Zoom and upload it to the SWE system by August 31, 2022.
- **Lectures & Panels are Due September 16** - In early July, speakers will be invited to sign-up for a recording session in a staff-supported virtual studio. Sessions will be recorded between mid-July and mid-September.

☐ **STEP 3: Rename Your Recording File.** SWE requires speakers to rename the recording files to the <u>last 6 numbers of the session ID + first 4 letters of the title</u> (i.e., 000148_savi, 001273_brea).

☐ **STEP 4: Rename Speaker Photos.** All sessions are required to upload speaker photos. Begin by renaming each speaker photo to <u>speakers' first and last names</u>.

☐ **STEP 5: Save & Rename a PDF Copy of Your Presentation**. Presentations are a critical components of the learning experiences; therefore, speakers are required to submit a copy of the session using the following steps:
- Save your PPT slides as a PDF two-slide handout.
- Rename session PDF using the <u>last 6 numbers of the session ID + first 4 letters of the title</u> (i.e., 000148_savi, 001273_brea).

☐ **STEP 6: Upload Your Recording, Speaker Photos, and PDF Copy of Presentation to SWE's Dropbox Account.by the due dates.** Upload the recording to the correct session ID folder in SWE's Dropbox account. The link can be found on the Speaker Resources page at www.we22.swe.org

CONTENT OUTLINE

Instructions: Use the steps below to create your WE22 session. All referenced SWE materials are also available for download on the <u>WE22 Speaker Resource page</u>.

☐ **Review the <u>WE Speaker Orientation</u>**

☐ **Use the <u>WE22 PPT template</u>**

☐ **Introduce Yourself.** When introducing yourself, please offer what pronouns you use. This lessens gender assumptions and promotes a welcoming and safe space. Feel free to also share your background and expertise with the topic.

☐ **Introduce the Session.**

- What problem are you addressing?
- Why Is it relevant to WE22 attendees?
- Learning outcomes: What will learners be able to do after participating in your session?

☐ **Identify 2-3 Solutions to the Identified Problem.** Attendees come from a variety of personal and career backgrounds. Recommend solutions that appeal to SWE's diverse membership.

☐ **Bias-Free Language.**
- By using bias-free, inclusive language we can serve various communities and ensure our content is accessible, does not exclude or offend members.
- Use bias-free language as articulated by the American Psychological Association; Review the <u>Publication Manual of the American Psychological Association</u> style, 7th edition, Chapter 5 for tips about how to reduce bias.

☐ **Prepare a Conclusion**. Summarize content reminding attendees of the stated learning outcomes and ways they can use the content.

☐ **Encourage Attendees to Complete the Survey.** Include the QR code slide (in the WE22 PPT template) and encourage attendees to complete the survey.

Best Practices for Accessible Presentations

The Society of Women Engineers thrives to hold sessions where barriers do not exist that may exclude people from attending and participating.

Accessible Powerpoint

- To ensure accessibility in your presentation, SWE recommends best practices from WebAim (https://webaim.org/techniques/powerpoint/)

- Use an easy-to-read font and make sure text is not too small (size 20 or bigger).

- Keep text to a minimum (6-8 lines per slide, no more than 30 words per slide)

- Do not use color as the only way to convey information. Use of colors can be helpful in a presentation, but it can be an issue if members of your audience have some form of colorblindness.

- Use visuals, graphics and media more than text. When using visuals try to incorporate a display of culturally and ethically diverse populations.

- Transitions and animations should be simple.

- Use clear and simple language. If you have embedded video, ensure the video is captioned.

- If you have embedded audio, include a transcript.

Engagement Best Practices

- Present a problem, including why it is relevant to attendees, at the beginning of the presentation. Throughout the presentation, refer to the identified problem and provide key steps attendees can implement within their own lives.

- Define acronyms both on screen and in your delivery. Avoid slang.

- If you are using examples in your presentation prove examples that reflect diverse cultural perspectives. Try to include examples from U.S. Territories, tribal communities, urban, rural and suburban populations.

- When answering questions from the audience, do not assume someone's gender. If you are unsure you can say, "Yes, the person in the blue hat."

- Speak clearly, concisely, and slowly. This will allow for nonnative speakers to have time to interpret what you are saying.

- Be sure your presentation is accessible to international participants (https://www.asaecenter.org/resources/articles/an_plus/2022/01-january/make-your-association-more-inviting-to-international-customers?utm_medium=email&utm_source=rasa_io)

- Words have power. If you are unsure as to whether you should use people-first or identity-first language in order to be respectful, the best thing to do is to ask people themselves. AUCD identifies the distinction between both and offers suggestions for best practices (https://www.aucd.org/template/page.cfm?id=605).