

WE22 INFO SESSIONS & TECH TALKS

SPEAKER TOOLKIT

A World of
Opportunity
Awaits

Important Dates

- **August 1:** Finalize your session content to allow time to prepare for your recording. Be sure to include the survey QR code in your presentation.
- **August 31: Recordings Due** - Speakers are asked to record sessions via Zoom and upload it to the SWE Dropbox by August 31, 2022.
 - It is very important to not go over the allotted time. See the table below for the length of each presentation format.

Format Types	Recording	In-Person
Info Sessions	30 minutes	45 minutes total (30 minutes lecture and 15 minutes Q&A)
Tech Talks	30 minutes	45 minutes total (30 minutes lecture and 15 minutes Q&A)

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



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 PPT Template and Content Outline](#) (shown on the next page) to create your content.** Finalize the content and review it several times prior to recording your session.
- STEP 2: Record Session by August 31.** Use the [WE22 Zoom backgrounds](#) and [Guidance for Remote Presenter Tips](#).
 - Speakers should record sessions via Zoom and upload it to the [SWE Dropbox](#).
- STEP 3: Rename Your Recording File.** SWE requires speakers to rename the recording files to the following:
 - Info session_organization name_title
 - Tech talk_organization name_title
- STEP 4: Rename Speaker Photo to speakers' first and last name so they can be added to the virtual platform and app.**
- STEP 5: Save & Rename a PDF Copy of Your Presentation.** Presentations are a critical components of the learning experiences; therefore, we encourage speakers to submit a copy of the session using the following steps:
 - Save your PPT slides as a PDF two-slide handout.
 - Rename file to Info session_company name_title or Tech talk_company name_title
- STEP 6: Upload Your Recording, Speaker Photos, and PDF Copy of Presentation to SWE's Dropbox Account August 31.** Upload the recording to the correct session ID folder in [SWE's Dropbox account](#).

CONTENT OUTLINE

Instructions: Use the steps below to create your WE22 Info Session or Tech Talk.

Review the WE Speaker Orientation

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.

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 Publication Manual of the American Psychological Association style, 7th edition, Chapter 5 for tips about how to reduce bias.

Encourage Attendees to Complete the Survey. Include the QR code slide 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.

Best Practices for Accessible Presentations, Continued

Engagement Best Practices

- If applicable, 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 provide examples that reflect diverse cultural perspectives. Try to include examples from U.S. Territories, tribal communities, urban, rural and suburban populations.
- In-person sessions: 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 attendees.
- 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.