



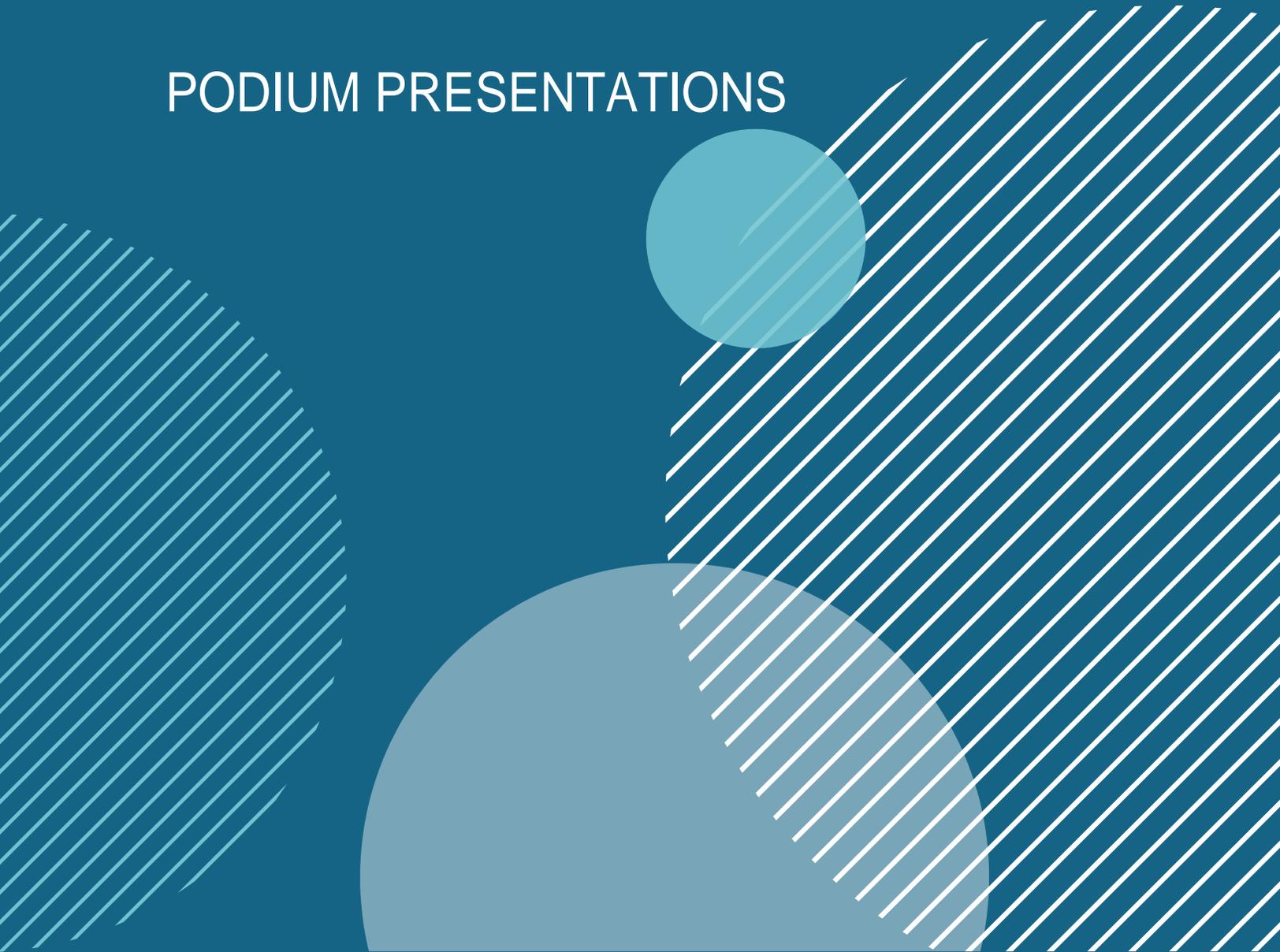
CAOT - ACE  
Canadian Association of Occupational Therapists  
Association canadienne des ergothérapeutes

# CAOT CONFERENCE

## PRESENTERS

## HANDBOOK:

PODIUM PRESENTATIONS



# HANDBOOK INTRODUCTION

This handbook has been prepared to help you develop and present a successful presentation at the Canadian Association of Occupational Therapists (CAOT) Conference. The contents should assist you in the following ways:

- Orientation to conference resources, staff and volunteers, and on-site set-up
- How to prepare your podium presentation:
  - **Paper:** 25 minutes
  - **Extended discussion:** 55 minutes
  - **Hands-on:** time varies
- Information so that you can critically reflect on how you can engage in an environment that is culturally safer, anti-racist, anti-ableist and inclusive (ACOTRO et al., 2021).
- Tips on how to provide conference participants with a positive, practical, educational experience.

## Conference resources

Visit [www.caot.ca/conference](http://www.caot.ca/conference) for information on the CAOT conference, including registration fees and the full conference program (available February 1<sup>st</sup>). Registration is not required if you plan on attending just your session. Contact [conference@caot.ca](mailto:conference@caot.ca) for details.

At the conference, a number of resources will be available to presenters, including a speaker ready room and conference volunteers. You will be emailed the location of the speaker-ready room where presenters can prepare prior to their sessions. The room will have standard audio-visual equipment including a laptop, LCD projector, microphone and screen.

Presenters will have 10 minutes between sessions to set up their presentation. Time is limited, please consider the presenter following you and wrap up your session in a timely manner to allow them to set up in the break.

# HANDBOOK INTRODUCTION

**Conference volunteers** will be available to assist you during your session. Volunteers have three primary roles: session monitor, session moderator or speaker-ready room. Volunteers wear a conference T-shirt to be easily identified.

## **Speaker-ready room monitor**

The primary responsibility of the monitor in the speaker's ready room is to assist presenters testing their presentations. Bring your presentation on a USB to test on the venue's equipment to ensure that your presentation is looking/working like it should.

**Session monitors** are responsible for ensuring only authorized individuals are admitted into session rooms and assisting with the set-up of the audio-visual equipment.

Session monitors will, in cooperation with the session moderator, ensure the session starts on time, assist with identification and seating of attendees, and assist the session moderator to ensure that the session is kept on schedule.

**Session moderators** are responsible for introducing and thanking primary presenters and facilitating the question period. They should be at the session room before the session begins, introduce themselves to the presenter, discuss the time frame of the session and ask if the presenter may require any assistance during the session. Presenters are required to provide let them know the names of the presenters, so that they may introduce them. Since attendees are able to see your biography on the conference app, full introductions are no longer required.

Once the session has begun, session moderators welcome attendees on behalf of the Canadian Association of Occupational Therapists, introduce the presenter(s), make any special announcements at the request of the conference organizers, provide the five- and two- minute warnings, facilitate the question period, and close the session by thanking the presenter(s).

# PREPARATION AND REFLECTION

The guidelines listed here can help you plan, prepare, and present your session.

## Preparation

Review the information sent by CAOT regarding your presentation. Your session type indicates the length of the presentation you need to prepare. The length of each session type is listed below:

**Paper:** 25 minutes, including time for questions

**Extended discussion:** 55 minutes, including time for questions and discussion

**Hands-on:** time varies

Your presentation should describe the content of your accepted abstract. Review the abstract and reflect on how you can convey the information to your audience.

## Reflection

As you start to put together your preparation, we would invite you to critically reflect on how you can engage in an environment that is culturally safer, anti-racist, anti-ableist, and inclusive ([ACOTRO et al., 2021](#)). In order to reflect on your own perspectives, experiences, and intersectionality, consider reviewing the reflective questions from COTO

([2022a](#), [2022b](#)) and the [multiple resources](#). Your critical reflections are an important step in reviewing your presentation and prompting actions to mitigate inequities and injustices.

Here are some examples:

- Consider sharing a positionality statement at the beginning of your presentation.
- Review your planned presentation for biases, stereotypes and cultural sensitivities.
- When your presentation discusses lived experiences and/or includes an equity-deserving community, consider a co-creation including:
  - Involving co-presenter
  - Involving the community in reviewing the content
  - Incorporating video clips
  - Incorporating quotes
- Ensure when discussing people with lived experience to use person-first or identify-first language that respects the person or the community's preference.

Here is [a list of resources](#) to assist you with your reflection. If you know of any other resources that could be added to this list, please email them to [conference@caot.ca](mailto:conference@caot.ca).

# PRESENTATION CONTENT

Podium presentations typically involve a formal presentation with audiovisuals such as PowerPoint and include audience interaction. Paper presentations occur in session rooms theatre style (sometimes tables). Extended discussions and Hands-on presentation are set up with a room with tables for breakout discussions.

The presentation content should reflect the content of your abstract, including the headings. It should be structured and clear and flow logically from beginning to end. Avoid simply telling the audience what you did, how you did it and what the outcomes were.

The introduction may describe the purpose/learning objectives and topic of the presentation. Ground your message by providing the audience with some background information, such as the research questions guiding the study, study setting, practice problem or innovation, the clients or population involved, research supporting your study, data collection procedures or reflections.

Following the introduction, you should describe relevant aspects of the project in an organized and structured manner. This may include:

- the theoretical model guiding the research, methods of data

collection and analysis, results or findings, and implications.

- practice problem, approach to services/therapies or learning objectives.

The concluding portion of the presentation generally provides a brief summary of the information presented.

This can also include:

- limitations of the study, and future directions for research and/or development.
- practice implications.

Some presenters include a section on discussion questions or provide instruction for a group activity. This is helpful for facilitating an activity by providing the audience with directions and visual cues for transitions between didactic and hands-on learning.

The average person speaks at somewhere between 125 and 150 words per minute. Therefore, for every 10 minutes, you want a total word count of about 1250 words.

Remember that the onus is on the presenter to ensure that he/she is respecting copyright restrictions and obtaining permission to reproduce to present copyright protected materials.

# PREPARING A SLIDE PRESENTATION

## Preparing a slide presentation

Many presenters use PowerPoint presentations to describe their project and summarize information for the audience. PowerPoint can be used to produce an effective, clear and visually appealing presentation. There are numerous other brands of presentation software as well – Visme or Prezi are also popular. The following guidelines can help you plan and prepare such a presentation.

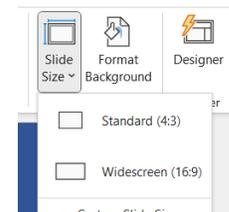
## General guidelines

CAOT offers PowerPoint templates for podium presentations. Both standard and widescreen versions are available in English and French. You are not required to use the template, but we request that your first slide be the first slide of the CAOT provided template. If you already have your PowerPoint started, you can add this slide [learn how to add it without losing your current PowerPoint format](#).

Templates can be found in the [Conference Resource section](#) of the CAOT website.

Podium presentations (paper, extended discussion, or hands on) should be created in **standard format**.

You can find this setting under design and on the right side-slide show:



If you have a different version of PowerPoint, it may be located in a different place. If you are not using PowerPoint, you do not have to use the template.

## Populating your template

Summarize key points and avoid packing too much information on each slide. A general rule is no more than six lines of text with no more than six words per line per slide. The points on the slide serve as a guide for the audience.

Organize your slides using headings with bulleted points. Avoid lengthy paragraphs and try to keep bullets brief. Rather than packing information into one slide, use a few slides with the same heading to convey your information.

If you include graphs or images, be aware that people with low vision or at the back of the room may not be able to see it. It is important to fully explain/describe it.

PowerPoint presentations begin with the **CAOT title slide** that includes the project title, no more than 10 words in length, and the presenter name(s) and designation(s) or credential(s).

# PREPARING A SLIDE PRESENTATION

The title should be in a large, non-serif font such as Calibri, Helvetica and Arial in 44 point to 77 point size. The presenter(s) names appear below the title in a smaller font size, generally 24 point to 44 point.

## Remaining slides

If you choose not to use the CAOT slide design, choose a simple backdrop with a colour scheme that is visually appealing and easy to read. Contrasting background and font colours can make it easier to read, and slides should appear professional. Do a colour contrast check to ensure it [accessible complaint](#). You should be looking for Yes in the results box.

Font size: a slide heading in bold 36+ pt and body text in 32+ pt is recommended. Use sans serif font types such as Calibri, Helvetica and Arial. Never use font types like 'Times New Roman', because people with low vision have difficulty with reading text in font types with serifs. Also, avoid using italics for the same reason. Avoid using different fonts in one slide- if you want to draw attention to something, make the font size larger.

Practice your presentation from start to finish at least once, preferably in an environment similar to the one where you will be presenting, such as a classroom or conference room.

Sit at the back of the room and make sure you can clearly read the slides and that the colour contrast increases visibility without being distracting. Be sure to time yourself to ensure that you have enough time to comfortably finish your presentation.

Ask someone to watch your practice and provide you with feedback. Check that your presentation stays is clear, understandable, and any multimedia or handouts you use are complementary to the presentation to build your confidence and improve your performance.

It is your responsibility to stay within your allotted time. Consider what you could omit if you were over your time allotment and what you could extend if you had extra time. Remember you should include time for questions and discussion.

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**Before your presentation**, consider what questions the audience may formulate during your presentation and practice brief, concise answers.

**Bring your presentation on a USB** that you will plug into the provided laptop in the room. It is discouraged to bring your own laptop as the virtual attendees are already logged into the room laptop. Making this switch is a timely change. In addition, you need to bring cables that are compatible with the existing equipment- both the LCD and the microphone/speaker set-up.

If you have the opportunity, ensure your PowerPoint presentation works in the speaker ready room in advance or your session so you can troubleshoot, if necessary.

In addition to the USB of your presentation, bring a hard copy of your presentation slides that includes cues for additional visuals and activities. You can use it during your presentation alongside the slides. It also serves as backup in case of technical difficulties that result in your being unable to use PowerPoint.

**During your presentation**  
**First, welcome your audience** and ensure everyone can see and hear you. You are welcome to acknowledge the land that you are presenting your presentation on.

Share with attendees **how you would like to manage questions** during your session, keeping in mind virtual attendees (see Questions and answer section).

Your audience is interested in your topic and genuinely wants to hear what you have to say. Please **speak clearly, loudly** and at an understandable pace. Convey enthusiasm and interest for your topic by modulating your voice, pausing for emphasis and expressing emotion where warranted.

Virtual attendees can see you through the camera on the provided laptop. Consider this, if you tend to wander away from the podium. If that is your comfort, your presentation will always remain on the screen.

**Try to relax.** Many presenters are nervous presenting before a group. There are several strategies that presenters use to stay focused and calm. For example, try focusing on one or two responsive members of the audience. Remind yourself to take a deep breath before you begin each section.

**Make eye contact** with your audience and remember to shift your

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gaze between the audience, your presentation materials, and any multimedia you may choose to use. Try to use a relaxed posture and consider your body language during the presentation.

**Incorporate questions or invite comments** during portions of your presentation to encourage interaction with your audience. The type of interaction you facilitate depends on the session type you are presenting.

Remember to engage with virtual attendees. If you invite people to answer something with a show of hands, encourage virtual attendees to add their answer in the chat box.

At the end of the presentation, thank the audience for their attendance and participation.

## Use of handouts

Consider going green and upload your handouts on the conference platform. If you choose to print handouts, set the format with six slides per page – double sided.

## Using videos/multimedia

Considering set-up, timing, purpose, and potential technical difficulties when using additional audiovisuals or

multimedia can improve success during the presentation.

- Be sure to preview the video you will be using and get it ready so all you have to do is press play.
- Plan how you will lead into the video clip. Be sure to provide an explanation so the audience knows what is happening.
- Consider how you will integrate the clip back into your presentation by providing follow-up questions or asking for audience reactions.
- Be sure to save the multimedia files on the same USB as your presentation.

**Involving the audience** adds depth to a presentation and increases the learning potential for audience members. Not all presentations have an interactive component, **but at the very least there should be time set aside for questions and discussion.** Conference attendees are typically present to acquire knowledge and explore new topic areas they feel are relevant to their professional and clinical development and are therefore willing to learn interactively and take responsibility for a portion of their learning.

Involving the audience in your presentation can be as simple as posing a couple of “show of

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hands"/comment in the chat questions to the audience when you open your presentation. However, the audience may appreciate an opportunity to apply some of the principles they have been learning in a group discussion, simulation, or structured learning activity.

Consider how you could include one of the following methods of involving the audience in your presentation. The methods you use will be influenced by the presentation format. Paper sessions allow the opportunity for question and answer and brief audience participation activities. An extended session/hands-on session provides more opportunity for structured small and large group discussion.

**Guided large group discussion** are useful for stimulating discussion on a particular topic. As a presenter, consider how you would like them to participate: provide feedback on a topic or event, brainstorm ideas on a topic, share experiences from their clinical practice or personal experiences. Your role is to pose the discussion topic, invite comments, link audience comments and pose questions to focus the discussion.

When guiding a large group discussion, encourage many

participants and avoid hearing from the same audience members repeatedly as they may monopolize the discussion. Bear in mind that you are there to direct the discussion and keep audience members on topic.

**Small group discussions** include six to eight people and are a useful way of generating focused discussion and completing learning activities that would be difficult in a larger group. These discussions tend to work best in the extended discussion/hands-on sessions.

Your role is to pose the discussion topic or describe the activity and ask each group to assign a recorder or reporter who can summarize the group's discussion to the larger group. Be sure to describe how long the groups have to complete their discussion or activity and provide any handouts necessary for the task.

While the small groups are in discussion, it is helpful to move from group to group to encourage discussion, clarify directions, or answer questions as they arise. Your role is to assist groups to facilitate their own rich discussions of the topic.

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**Case studies** are useful for reinforcing concepts or information from the presentation and can be used in both large and small group discussions. Audience members can work on exercises related to a case study you have provided, or you can ask the audience to provide case study examples from their own practice setting.

**Question and answer sessions** invite audience-generated questions related to their understanding of your presentation.

Remember to include virtual attendees in the discussion so that they feel engaged. The virtual moderator will monitor questions that come in on the chat.

Remember to repeat the question to the larger group to ensure that everyone hears it. Alternatively, you can pose questions to your audience to encourage discussion and open up dialogue between audience members. Typically, each session should include a question period.

There are many different ways to use questions throughout your presentation:

- At the beginning of the presentation, ask the group

what they hope to learn from the session.

- At the beginning of the presentation, survey the audience to learn more about their clinical background, level of experience with an assessment or intervention, or why they are interested in your topic.
- Invite the audience to ask questions throughout the session or to hold them until the end of the session.
- Pose a question that challenges the audience to think critically at any time in your presentation.
- Invite feedback on the evidence you are presenting or the potential impact of the data.

Before you finish your presentation, take a moment to summarize its message.

Closing the presentation is an opportunity to relate your research or presentation topic to current developments in the profession.

Don't forget to thank the audience for attending and participating.

# CAOT PODIUM CHECKLIST

## Before the conference

### Read through the CAOT Podium Presenter's Handbook.

- Prepare a presentation and handouts (optional). For handouts, consider using a sans serif font like Arial or Tahoma- 14 point, for those with low vision.
- Collect feedback from a peer or colleague on your presentation/ handouts. Make any appropriate changes for clarity, consistency or readability. Print copies for attendees.
- Make sure you have the appropriate supplies and materials for your presentation, **including your presentation on a USB** and handouts (if applicable).

## At the conference

- Familiarize yourself with the conference site layout and identify conference volunteers.
- Locate the room you will be presenting.
- Locate the speaker ready room prior to your session. Check that your audio-visual materials are compatible with the supplied equipment at the conference.
- Come to your presentation session 5-10 minutes early to access the room as soon as the presentation before finishes.

## After the conference

- Follow up with any comments or requests from participants who attended your session/added questions/comments in the virtual chat or would like more information on your session.