

Presenter Facilitation Guide

- We are all in your session because we are rooting for you. Here are some thoughts to help you get prepared.
- [Presenter Resource Library](#)

Welcome & Framing:

- Many presenters at ACUHO-I spend a minute talking about three major things to help to welcome people into that space and frame the presentation:
 - Establish Direction. Most people do this by discussing learning outcomes, diving into your relationship with the topic, and what to expect in the next 50 minutes.
 - Discuss Process. This is how we are talking about the content- depending on how you are planning your session- you can go into the research methodologies or campuses you are discussing.
 - Set the Tone/Energy. This is established by the presenter.
 - If you are wanting lots of interaction, start at the top with a quick meet and greet at their tables- giving them time to meet 4-5 people- walk around and greet people- make sure there are activities/polls/ ways to interact every 10-15 minutes during the presentation.
 - If you are wanting to keep it quant (small audience) and focused on the research, start with people in the room doing a quick intro with their name and role. Do more writing on a notecard and small pair and shares to interact with the audience every 15-20 minutes.
 - If you want it quant (large audience) and focused on the research- ask them to turn to one neighbor and answer a question related to your topic. Do more online engagement & survey options that keeps the content relevant and moving forward without disruption on pace.

Working thru typical experiences with presenting:

- **Handling Silence.** Silence= Thinking. Remember, silence can be an effective tool to help make a specific content point stick so embrace it. Sometimes you'll engage an audience, and they can't think of ways to contribute. If you've counted to 7 and do not have an answer to a question you just asked, here are some options:

- Rephrase the question
- Ask them to pair up with a person next to them and answer the question with that person.
- Give out notecards and have them write out some thoughts (effective for nuanced questions and your topic is going to draw a lot of introverts)- collect and redistribute for people to share anonymously.
- Use a tech tool where they can write out questions/thoughts in real time during the session (Slido, Mentimeter, Poll Everywhere, Aha Slides, there are many I'm sure I didn't mention).
- Do a yes/no vote with hands
- **Avoiding Low Engagement.** We sometimes worry people won't engage with our material, so a few thoughts on ways to increase the engagement.
 - Make it personal to them- Questions like- how do you see this impacting your work? Do you see this in your daily life? How-so?
 - Move- If you are able, move around the room when you are asking questions and help them see you in a different location so not just one table/person is answering questions the entire time. The more movement- the more energy.
 - Validate their response. They are going to get nervous to talk if you disagree with everything you say. If you do disagree with someone that is answering a question- answering them with another question that contradicts or points a new light on the situation might be helpful. That or just ask- do others have similar thoughts?
 - Prepare ways to engage with the content anonymously prior to the event by incorporating those tech tools (if you feel confident you can use them properly during the presentation- Slido/mentimeter, Poll Everywhere- etc). Or bring notecards for people to write down ideas as you present, pausing for them to share what they've written/ asked.
- **Ways to Shift Energy.** Sometimes we notice mid-presentation we aren't necessarily connecting to the audience as we had thought we might.
 - Lower energy engagement options-
 - Give me a thumbs up/down if that makes sense or you agree/disagree
 - Do a Quick poll
 - Have them write thoughts on a sticky note
 - Medium energy engagement options-
 - Think- Pair- Share- ask for a few people to share their thoughts in small groups
 - Small group discussions
 - Scenario/ Case Study Work to help apply knowledge
 - Higher energy engagement options
 - Gallery Walk
 - Stand if you agree
 - Role Play

- **Suggestions.**

- Give the presentation at home with your colleagues to see what information might be sticky or not sticking before the conference. It'll allow you to find ways to tweak and meet your goals with the presentation.
- Be authentic. If you are an introvert and not thrilled about large, high energy crowds, keep the presentation manageable for yourself. When I say energy, its less about the crowd and more about your normal style.
- Prepare a facilitation handout. Have stopping points for them to fill out the sheet as you walk through the content to help them connect the dots on what you are saying helps with making the content stick.
- Pivot if you are struggling. If you have a dominant voice in the crowd- pivot the activity to do something in a think-pair-share or written instead of shared across the group. If people aren't talking in the presentation space, shift to doing smaller group work.

Reminder- you guide the learning process, not the take aways- the audience is going to do that work.