

IYSI Presenter Tips and Checklist

www.ila.org/iysi



Pre-Conference Preparation

- Make sure to practice your presentation, time it, and build in room for questions. Please have an alternate plan if people are hesitant to ask at first. This could be a good time to open the floor for people to share their own ideas or strategies. If you wrap up early, you can also offer to linger for a bit to field questions (for those who might be intimidated asking in front of an audience). Include contact information in your slides for follow-up questions.
- Make sure to address scalability and ideas for smaller budgets particularly if you represent a larger library. This is one of the most common pieces of feedback we hear from attendees.
- Run an accessibility check on your slides to make sure they are accessible for screen readers. There are a lot of helpful articles on this to walk you through this.
For PowerPoint: tinyurl.com/2tp9w8yh
For Google Slides: <https://support.google.com/docs/answer/6199477?hl=en>

The captioning tool in Google Slides can be helpful and is worth considering activating as a benefit for all attendees regardless of hearing ability.

Handouts

Your presentation handout allows attendees to focus on you knowing that there is a resource that provides the links you referenced, the concepts you addressed, and ways to contact you for further questions. Handouts allow you to cut down on the amount of material you cover in your presentation and so not commit information overload. 13 Best Practice Tips for Effective Presentation Handouts: <https://speakingaboutpresenting.com/delivery/presentation-handouts/>

The IYSI Planning Committee asks that your handouts be uploaded to your session before March 9 using your Speaker Portal. If you need an email link to your speaker portal, don't hesitate to contact Kristin Pekoll, kpekoll@ila.org.

Equipment Checklist (You supply these yourself)

- ☐ Charging cord
- ☐ Laptop
- ☐ HDMI cord or compatible adapter
- ☐ USB

Arrival

- The IYSI program book includes a floor plan of the Marriott facilities with all of the rooms listed. If you need assistance locating anything, don't hesitate to ask someone with a red "ASK ME" badge.
- The official hashtag for this year's conference is #IYSI2023
- Complimentary WiFi is available for Institute attendees.
Choose: Youth Services Institute 2023
Enter code: ILAXGUEST2023

Day of the Presentation

- Try to arrive just a bit early so you can set up and test your equipment.
- All presenters will be assigned a "runner" for their time slot who will introduce themselves to you before the presentation. In many cases, this will be the same IYSI liaison you have been communicating with leading up to the conference. This person is there to help you. This person can be sent to retrieve assistance if you have technical or setup difficulties or help manage the microphone during the Q & A portion.
- All presenters should use a microphone on the presentation day to model accessibility best practices, regardless of how well you feel your voice projects. Please encourage your audience members to use a microphone for Q & A periods, and if they forget, be sure to repeat their questions into your microphone before answering. This also gives you extra time to process both their question and your answer.
- The IYSI planning committee will share an online evaluation with attendees following the conference, but you are welcome to distribute your own evaluation forms after your presentation if you would like to collect more specific feedback.

Departure

- If you need to check out of the hotel in the morning and need to temporarily store your bags, please see the front desk to make arrangements and they will work with you.