

Purdue Global Village Presenter Checklist

☐ Preparing for the Conference

The conference will provide concurrent session opportunities for attendees with presentation options during each. The conference will be held in Zoom Events. Review additional information on the platform as needed. We recommend you use the Google Chrome browser to participate in the sessions for the best experience.

- Hardware and system requirements for Zoom
- Download the latest Zoom Client application
- Zoom Events Attendee resources
- How to test my audio
- How to test my video

<u>Visit the Conference Lobby</u> to view the conference schedule. Your session(s) will display automatically on your Itinerary page.

Attend one of the Presenter Orientation Sessions to review platform logistics, presenter access, and discuss any questions you may have about presenting at the conference.

Attend one of the two Empowering Presentation Prep sessions to learn more about presentation best practices, slide design, and audience engagement.

- September 30 at 2:00 pm ET (recording link)
- October 10 at 12:00 pm ET (recording link)
- Reflection Form: if you view the recording of either session, please complete the reflection form for professional development credit.

Update your speaker image and bio on the event platform. You will receive an email invitation from Zoom Events with a link to make updates.

Reach out to <u>pgvillage@purdueglobal.edu</u> if you would like to add polls or upload handouts/presentation slides to your session listing on the event platform. Upon receiving your email request, an email invitation to edit your session will be sent from Zoom Events with a link to make updates.

<u>Submit your presentation to the university archive</u>. The <u>Purdue Global University Archive</u> expands visibility and access to the scholarly output of our university's academic community by showcasing its works, activities, and history. Adding your content to the archive improves the digital preservation of your work at the university, provides open access to your work (when possible), and is an opportunity for you to add to the reputation of the university. Documents added to the repository also have a persistent, durable link you can use and cite in your own professional development.

Review a practice session recording as needed to prepare for the conference.

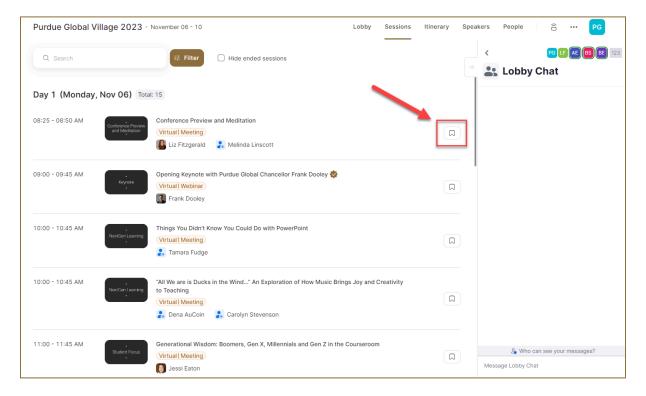
Promote your session to colleagues and other higher education professionals. Invite them to register to attend the conference. Registration information will be available on the <u>conference</u> <u>website</u>.

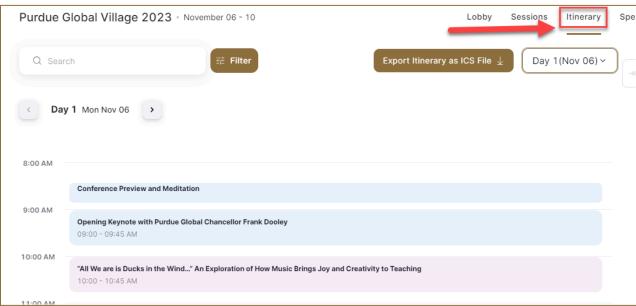
☐ Presenting at the Conference

- Please join the Zoom meeting room 10 minutes before the session start time. You can join using the link to your session on the itinerary page.
- You will have a Conference Crew Host in your session to assist with the pre-session tech check and attendee management.
- The Conference Crew Host will prompt you when it is time for you to begin. Wait for the recording signal to show before starting your presentation.
- Encourage attendees to share ideas and ask questions via chat or audio as you see fit.
- Approximately 3-5 minutes before the end of the session, begin wrapping up the discussion and encourage attendees to share their final thoughts. It is important to make sure your session ends on time to be respectful of the presenter(s) following you.
- When you finish your presentation, the Conference Crew Host will close out the session. Please note it is critical that we end sessions on time. Your Conference Crew Host will provide a notification that the session is nearing the end time.

□ Attend Sessions

We invite presenters to attend other sessions during the day. You can build your personal forum itinerary by bookmarking sessions.





Professional Development Reporting

- PD will be reported for your presentation time. There is nothing additional you need to do.
- PD can be reported for your presentation preparation time. Please use the <u>CTL Activity Tracking Form</u> to report the time spent on your presentation preparation.

Questions and Contact Information

If you have any questions about participating in the conference, please contact pqvillage@purdueglobal.edu.