

Twenty Do's and Don'ts for Planning Longer Sessions

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In-Person Presenting Tips

1. Include multiple presenters or voices (co-presenters, panelists, participant speakers, videos, etc.).
2. Limit presenter talking to 20-minute chunks. Then switch to something more active or engaging.
3. Provide clear directions every step of the way (like we do for students).
4. Provide one long break (of at least 15 minutes) or two shorter breaks. The timing of the breaks may depend on the session's content and flow.
5. Add high-quality visuals to make slides more appealing (and less texty).
6. Incorporate pair or small group activities, which need to be intentional and purposeful with clear directions for participants.
7. Post activity directions or questions on slides or include in handouts for reference.
8. Assign roles (leader, recorder, reporter) for small group activities.
9. Give enough time for activities to be completed.
10. Give participants a chance to try new digital tools they might use in their classroom: Padlet, Mentimeter, Kahoots!, etc.
11. Incorporate reflection or assessment on how participants will apply the session content or activities to their own contexts.
12. Don't be afraid to present something new or different (we are all learners).
13. Less is more...

Additional Tips for ONLINE Presenters

1. Have all presenters and panelists attend the run-through using the same device they plan to use during the session.
2. If possible, make important materials available beforehand for printing
3. Use the chat to engage participants, but in an intentional and purposeful way.
4. Help each other recognize chat comments or questions that need to be addressed.
5. Also give participants clear directions for breakout rooms or small group activities.
6. Choose external tools to share for a real purpose.
7. Show how to use external tools from a different screen or cell phone.