

ASTD TechKnowledge® Conference & Exposition

TIPS FOR SUCCESSFUL SESSIONS

IN YOUR SESSION

- **Arrive at your session room 30 minutes before your session begins.**
- Introduce yourself to the room monitor and test your audiovisual equipment and slides. Ask the monitor to control interruptions so you can get organized before the session.
- Ask your assigned session monitor to dim lights, signal you when your time is up, collect evaluations, or assist in other ways during your session.
- **Begin and end your session promptly.**
- Introduce yourself and any co-speakers.
- If there is more than one speaker in your session, turn off your own microphone when you are not speaking.
- Review your session description and objectives with your audience. Be certain you deliver what has been advertised in conference materials.
- Ask your audience what they expect from the session. If your content will not meet expectations, encourage those participants to move to another session.
- Ask questions early to stimulate the learners and create a climate of participation immediately.
- When fielding questions, repeat any questions from the floor before answering.
- Summarize at the end of the session and close with a memorable idea that leaves the learners with a positive impression and information they can take away and use back on the job.
- **Ask your room monitor to strongly encourage the return of evaluations.**

DELIVERY METHODS

How you deliver your session is as important as the content.

- Remember that this is a learning experience, first and foremost.
- Limit your use of PowerPoint as a delivery mechanism. Instead, design interactive means to engage with the learners and have them engage with each other.
- If you aren't a seasoned trainer or facilitator or want to brush up on your delivery skills, research and practice some of the key strategies for facilitating learning. ASTD offers many [publications](#), such as [Training for Dummies](#), that can assist you. Please also make use of the Speaker Orientation webpage which hosts a variety of resources.
<http://www.astd.org/content/conferences/techknowledge/Orientation.htm>
- **Ensure that your content supports your session's Application-Focused Learning Objectives** that appear on the Conference Website and in the program guide.
- Model as many of the concepts you are delivering in the session as are possible and practical.

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USE OF AUDIOVISUALS

The Speaker Ready Room is an excellent place to familiarize yourself with the AV equipment and talk to a technician about the technical aspects of your session.

- **If you intend to base your session on accessing the Internet, please have a back-up plan** in case there are technical difficulties accessing the Internet.
- Replace words with images. Graphics are easier to read than tables of information (see Visual Design Tips for further information).
- Keep slides simple. Limit each slide to one idea or topic.
- Limit each slide to fewer than six lines with no more than six words per line.
- Standard output resolution is 1024' x 768'.
- Test all equipment, connections, and lens focus prior to beginning your session.
- Begin the explanation of the slide before putting it up on the screen.
- **Flipcharts in sessions are not advised**—room and audience size make it difficult for learners to see the flipchart. Flipcharts do work with the smaller audiences in preconference workshops.
- Prior to starting your session, cue audio or videotape to the starting point of the portion you wish to play.
- Check that the volume control is set at the appropriate level.
- Check the sound and picture quality.

Please Note: ASTD does not permit independent audio- or videotaping of conference events.