

# Guidelines for REAP Presenters

## August 1, 2020

### EXPECTATION OVERVIEW

Each member will research a topic and make a presentation to the group approximately once every 18 months to two years. Speech mentors are available to assist you upon request. Although the general subject may be familiar to you, the talk itself should represent information that is generally new and for which you have to do research<sup>1</sup>.

The following topics are not acceptable: book reviews, travelogues, and religious or political subjects that promote or denigrate a particular religion or political view. Historical and cultural topics that touch on religion or politics are acceptable. Check with the program chair if there is a question.

The title of your talk, including explanatory subtitles, are to be submitted to the program chair and will be included in the monthly calendar, listed on the REAP Talks page of REAP's website, and listed in the annual REAPorter. If you want some comments about your talk to be included in *This Week at REAP*, send them to the editor about two weeks before the date of the presentation. Check the REAP website to make sure that the date and title of your talk are correct. Contact REAP's webmaster with any changes.

**SIGNING UP:** Presentation schedules are set months in advance and you will need to sign up well before your scheduled date. Don't wait until you are "ready". Rather, having a date set will present you with a "time-to-be-ready" goal. If you are unable to present your talk on the scheduled date, the program chair must be notified far in advance so that a substitute can be found.

### PRESENTATION FOR WEBINARS

**ZOOM** Online presentations will be presented using the Zoom webinar program.

**TIMING:** Your presentation should last no more than 60 minutes. There will be no break or intermission.

**AUDIO-VISUAL:** You may use a PowerPoint presentation with your talk using a Zoom feature called "share screen". If you are using PowerPoint or other visuals, have it open on your desktop before your talk begins. When you are ready to use visuals, click "share screen" at the bottom of your display. The audio-visual team or speech mentor can help you practice this prior to your presentation.

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<sup>1</sup> Check the Talks section of the REAP website ([www.reaptalk.org](http://www.reaptalk.org)) to be sure there is no overlap with topics that have been presented in previous years. Any questions regarding choice of subject should be directed to the program chair.

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**AUDIENCE:** Your audience will not be visible on your Zoom display during your talk. Although, you won't see them, they will see you, so, try to make "eye contact" with your camera and not your notes. During and after your presentation, attendees can use the Q&A function to ask questions. You may choose to answer during the presentation or wait until you are finished. The chat function is also available to attendees for comments which can be sent to any single, multiple or all attendees, as well as to the panelists. REAP members may be given "panelist" privileges when you have concluded your talk and be seen with audio privileges.

**PRACTICE:** Please feel free to practice giving a webinar talk by contacting a member of the audio-visual committee.

### **IN-PERSON MEETINGS**

**TIMING:** At 10:15 each Wednesday, after the business meeting, the speaker may select an introducer or be introduced by themselves. This introduction should be a brief biography. In keeping with current pandemic safety guidelines, your talk should be no more than one hour. Until it's safe to do so, there will be no breaks.

### **EQUIPMENT**

1. A sanitized lectern and microphone are provided and other safety precautions taken.
2. You are encouraged to illustrate your talk using PowerPoint. REAP has a projector and a laptop PC. Help is available from the audio-visual committee in preparing your
3. PowerPoint slides on the computer. You must contact members of the Audio-visual committee at least one month in advance if you wish to request assistance.
4. PowerPoint presentations and any videos or music must be on a flash drive and in PC format. It should be given to the audio-visual committee a minimum of two weeks in advance of your talk. Bring a backup copy on the day of your presentation.
5. Video clips must be Windows Media Player compatible and should be no longer than 10 minutes in total to serve as an illustration, and not a substitute for your talk.
6. If you do not plan on using PowerPoint, let the audio-visual committee know a week ahead so that they do not set up the computer and projector on the day of your talk.

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### **PREPARING YOUR TALK:**

Preparing a talk always takes far longer than you anticipate. Start early!

1. See the Speaker Checklist for a detailed set of aids.
2. Research– collect material which may relate to the topic.
3. Organize around key concepts or ideas.
4. Build your story in a logical sequence.
5. If you are making a series of points, organize them from the most to the least important. The less important points can be skipped if you run short of time.

### **HINTS FOR EFFECTIVE LIVE PRESENTATION:**

1. Make a list of key words and concepts for each slide – Indicate in your notes when you want to move to the next slide.
2. Don't attempt to memorize your text; use your key ideas to guide your talk.
3. Don't read your slides out loud – use your slides to show key words only.
4. For both live and Webinar talks it is generally helpful to state your main thesis – the key take-away– up front.
5. Conclusion: for both live and Webinar talks prepare your summary statement. What do you hope your audience will remember?

### **PROCEDURE ON DAY OF PRESENTATION:**

There will be help to assist you in setting up your live talk. We recommend practicing your set-up for a Webinar in advance. You can decide if you want to accept questions during your live presentation or request that the audience wait until the Q&A period after the talk. During a Webinar, participants will be able to ask questions during and after your talk. You decide when you will answer.

### **AFTER THE TALK:**

Within two weeks of your presentation, you should prepare a summary and forward it to the editor and assistant editor of the REAPorter for inclusion in the next issue. The summary should be no longer than seventy-five words and written in past tense.