



Welcome to the 2022 ECE Summit

Presenter Webinar

9/13/22

Thank You!



1

Presenters for today's webinar...



Maureen Murphy
Director, Member Engagement
PACCA



Kim Tuminello
Learning, Education & Events Manager
PHSA



2

Housekeeping

- All participants are muted, please enter all questions into the Chat Box as we go.
- We will also have time to unmute and ask any questions at the end of the presentation.
- Technical Support? Contact Theresa Rine at 717-350-8166 or theresa.rine@pacca.org



3



- Presenter & Co-presenter Registration – Complete
Early Bird Registration Ends Friday, Sept 16th
- Headshots Due (August 18)
- Email to be sent to Presenters (September 16)
 - Link to recorded webinar
 - Introduction to moderator
- Completed Introductory slide for review (September 30)
- Presentations & Handouts Due (September 30)
- Contact Moderator (by September 30)
- Presenter/Moderator Practice Sessions (Oct 3-Oct 14)
- Login Instructions will be sent (October 12)
- Summit (October 17-October 19)



4

Opening Slide

- You will be sent an opening slide. (September 30)
- Review the slide and let us know if any changes need to be made
Send to .
- Please insert the introductory slide into your presentation.



5

Moderators

- Each session will have an assigned moderator. (Co-presenter availability)
- Sessions over 100 will have 2 moderators.
- Log in to workshop 15min prior to workshop and admit moderator (make co-host).
- Moderators will introduce the presenter/s.
- Moderators will wrap up the session.
- Please contact your moderator/s to have a Pre-Summit “Meet & Greet”.
 - As soon as possible - by 9/30
 - Review presentation and discuss flow of workshop
 - Establish expectations (e.g., do you prefer questions at will, at designated points, all at end?).
 - Schedule a practice session if needed (between Oct 3-Oct 14).



6

Equipment & Setup (part 1)

- Computer with stable internet access.
- Stay close to the router for reliable connection.
- Reboot your computer the day before or in the morning.
- Test Microphone and Webcam.
- Best angles: Eye level or slightly above eye level angled down.
- Remember to look at the camera regularly.
- Mute when not speaking.
- Remember when sharing your screen, if you have a video with sound, make sure to ✓ the box next to Share Sound.



7

Equipment & Setup (part 2)

- Area free of distractions – for you and your audience.
- Reduce background noise.
- Notify/Remind any family members, roommates, co-workers.
- Set phone to “Do Not Disturb” or place on Silent.
- Think about lighting (Should come from in front of you).
- Avoid busy patterns, stripes and clothes the same color as your background.
- Have a glass of water nearby.
- Close all applications not needed.



8

Back Up Plan



- Communicate with your moderator with plan prior to presentation.
 - Exchange cell phone numbers in case an emergency comes up, power failure, poor connection, etc.
- Call in if your internet disconnects.
- Provide PowerPoint and any video links ahead of time .
- Make sure moderator has access to material and can run the slide presentation.
- Have a printed copy of your slide presentation on hand.



9

Show Time!



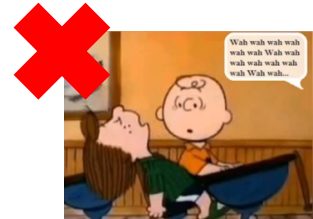
- Please log in 15 minutes prior to the session; check audio levels.
- All presentations will be recorded.
- All participants will enter in mute
- Presenters and moderators can unmute participants
- Waiting Room? Yes – Moderator will admit
- When showing a video clip:
 - Check Share Computer Sound
 - Check Optimize for Full Screen Video Clip
 - Click Share



10

Tips for Success!

- Be clear about your goals for the workshop
- If you represent a service or product, make sure your focus is on **CONTENT**, not on selling.
- Practice your presentation
- Engage your participants – use polls, videos, chat rooms, ask questions Be animated – avoid droning or the “Charlie Brown teacher” effect.
- Keep Introductions brief
- Breakout Rooms *Recording continues
- Provide Clear Instructions for Breakout Rooms (instructions in chat)



11

What if I Think of Other Questions Later?



Contact Maureen Murphy & Kim Tuminello at
info@earlychildhoodsummit.org

In the event of technical problems DURING Summit:
Theresa Rine: 717-350-8166



12

