Presenter Guidelines

To ensure presentations meet the LFTX standard of high-quality and engaging professional learning, whether virtual or face-to-face, we ask presenters to follow these guidelines:

- State clearly the purpose, goals, and outcomes for the session.
- Model professional learning best practices that participants can replicate with their students or the educators they support.
- Encourage breakout groups to limit group size and enable personal sharing in smaller groups.
- Provide opportunities for community building that connect to the session content.
- Use highly interactive, facilitated approaches in addition to direct teaching to present content and engage participants. Some techniques might include:
    - Polling
    - Active questioning
    - Video clips
    - Sharing of experiences among participants
    - Encouraging and modeling the use of Q&A or chat functions
    - Co-creating artifacts that can be shared
- Provide varied opportunities for processing content, including partner, small-group, and whole-group structures.
- Provide reflection opportunities throughout your session for participants to synthesize their learning and plan for relevant application.
- Include opportunities for movement. Some techniques might include:
    - Stand and stretch every 60 minutes
    - Incorporating kinesthetic movements using strategies
    - Opportunities to walk and read or process
    - Break(s)
- Quality Visual Presentations:
    - Use appropriate fonts and sizes to increase readability.
    - Limit the amount of text on a slide.
    - Use images more than words.
    - Provide attribution and use quality images.
    - Design slides with contrast between background and text.

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