

## TLC PRESENTER RESOURCES

Congratulations on being accepted to the University of Arizona Global Campus Teaching and Learning Conference (TLC)! Whether you are participating in a panel track, making an individual presentation, or sharing an ePoster, this resource will help you prepare materials that allow you to engage with TLC attendees on Whova, the TLC conference app.

### CREATING YOUR PRESENTATION

With the myriad presentation software options and online design programs available, you're sure to find a presentation model that suits your needs. Whichever style you choose, please note the following:

- **Presentation length**
  - ePoster – About 10 minutes
  - Individual Presentation – About 20 minutes
- **Presentation Slides and Virtual Background** – For the sake of consistency and clarity, TLC asks that you incorporate these standard visuals into your presentation:
  - [Presentation slides](#)
  - [TLC virtual background](#), if you plan to show yourself on video (which we encourage!) Read here for tips on [applying a virtual background in Zoom](#).

### CREATING YOUR PRESENTER PROFILE PAGE

**TLC presenter profile pages must be completed by September 30, 2022.**

TLC utilizes Whova as an event management system. Whova offers a platform for you to share your image and professional information and to post materials – such as documents, slides, or links – that you'd like to accompany your presentations. Your speaker profile page allows you to engage with your audience prior to, during, and after the conference and to make important networking connections with your colleagues.

- After you've confirmed that you will be presenting at TLC, you will receive an email containing a link to your speaker profile page.
- Use this link to access your Speaker Profile and Session Information forms and complete all necessary sections:
  - Full Name
  - Email
  - Affiliation
  - Job Title
  - Biography
  - Profile Picture
  - Session Title
  - Session Description
  - Links/Documents to Accompany your Presentation

**DUE DATE** – Please complete your presenter profile pages **by September 30, 2022**.

## RECORDING AND SENDING YOUR PRESENTATION OR EPOSTER\*

TLC presentation recordings are due by **September 30, 2022**.

If you are sharing an ePoster, or if you opted to pre-record your individual presentation rather than present live, this information is for you! Please review these resources, as they'll help ensure that you've created and sent your presentation in the necessary format, so that it can be posted to the Whova platform successfully.

*\*If you opted for a live individual presentation, please skip this section! All live presentations will take place on Zoom. TLC will communicate directly with you details about your scheduled presentation time and technological details.*

- **REQUIRED FORMAT** - You must save your presentation as an MP4 file with a maximum size of 1GB. Here are several ways to do that, depending on how you created your presentation.
  - Turn your [Prezi](#) into a video.
  - Download your [Canva](#) presentation as an MP4 file.
  - Create your presentation in [Microsoft Sway](#).
  - Convert your [PowerPoint](#) into video with voiceover.
  - Record yourself as you present any format in [Zoom](#).
- **REQUIRED SHARING METHOD** – You must send your presentation as an MP4 file with a maximum size of 1GB. [Please submit your recording here](#).
- **DUE DATE** – TLC presentation recordings are due **by September 30, 2022**.

## ENGAGING WITH TLC ATTENDEES

In live TLC sessions, presenters will be able to answer audience questions directly via chat. But – with the Whova conference platform – TLC engagement doesn't end with live sessions! Regardless of your presentation modality, you will have the opportunity to talk with your TLC colleagues before, during, and after the conference with Whova Community. Review the [Whova Speaker Guide](#) for engagement tips like:

- Creating a poll to gain feedback from attendees.
- Posting up to three resources in your Speaker Profile page to enrich your presentation.
- Going social by enabling social media handles on your Speaker Profile page.
- [Starting a discussion thread](#) about your individual presentation (whether it's live or pre-recorded or an ePoster) or any conference-related topic or join an existing discussion.
- [Creating or joining a virtual meetup](#) with your fellow panelists, departmental colleagues, or new colleagues with shared interests.