

IGNITE Tech Talk Series: Guidelines

1. Establish a well-defined agenda and select a specific topic for the tech talk.
2. Ensure the agenda and topic are reviewed and approved before sharing the details.
3. Ensure the tech talk moderator is finalized well before the session to allow sufficient time for preparation and coordination.
4. The speaker needs to provide the presentation or topic materials to the coordinator in advance to prevent last-minute issues.
5. Share information about the session, including the date, time, and topic, well ahead of time. Use email, team channels, or other commonly used platforms to share the information.
6. The talk needs to be recorded and shared via sharepoint.
7. Allocate dedicated time for Q&A in the agenda for meaningful interaction with the participants to clarify doubts or concerns.
8. Include real-time examples or case studies in the presentation to make the topic more engaging and relatable for the participants.
9. Address participant questions with care and mindfulness. Avoid giving responses that could lead to unnecessary debates or controversies and strive to maintain a constructive atmosphere.
10. Ensure the topics and content align with the professional backgrounds and interests of the participants to maintain relevance and value.
11. Refrain from including political or unrelated information in your session to maintain a professional and respectful environment.
12. Keep the session concise and focused. Avoid cramming too much information into one session, as this can overwhelm the audience and reduce their ability to retain key points.
13. Avoid a one-sided lecture format. Foster interaction by incorporating discussions, polls, or activities that encourage active participation.
14. Do not read directly from slides or notes. Instead, focus on delivering a dynamic and engaging presentation that keeps the audience attentive.
15. Listen to audience feedback and address it constructively. Avoid skipping questions or concerns, as this can alienate participants.
16. Respect the session's time constraints. Avoid exceeding the allocated time to ensure the audience remains engaged and the event stays on schedule.
17. If the content is highly specialized or niche, clearly communicate this to the audience beforehand. This helps set expectations and attracts the right participants.
18. Motivate attendees to share the insights they gained from the session with others and reflect on how they can apply their learning in their roles.