



AMERICA'S ESSENTIAL HOSPITALS

VITAL2015 Speaker-Ready Forum

Webinar

May 20, 2015 | 1-2 pm Eastern

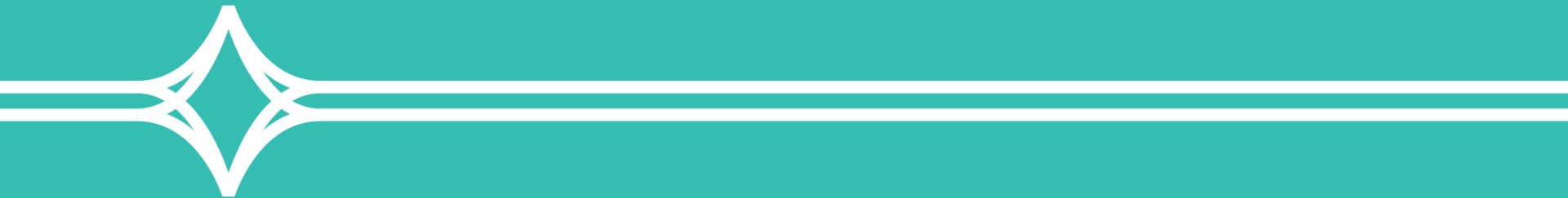


AGENDA

- Session Goals and Formats
- Presentation Best Practices and Session Enhancements
 - » Have your cell phone handy for an interactive polling demonstration!
- Submitting A/V Requests, Presentations, and Videos
- Q&A
- Speaker Next Steps



Session Goals and Formats



IT IS IMPORTANT THAT SESSIONS:

- Engage attendees, encourage interaction, and solicit participation
- Provide clear and measurable learning objectives so that attendees will know what they will gain from the session



WHAT ARE THE VARIOUS VITAL2015 SESSION FORMATS?

- **Education Breakout Sessions**
 - » 75 minutes in length
 - » Two to four presenters
 - » Allow at least 30 minutes for Q&A
- **Critical Conversations**
 - » 60 minutes in length
 - » One to two presenters
 - » Allow at least 30 minutes for Q&A

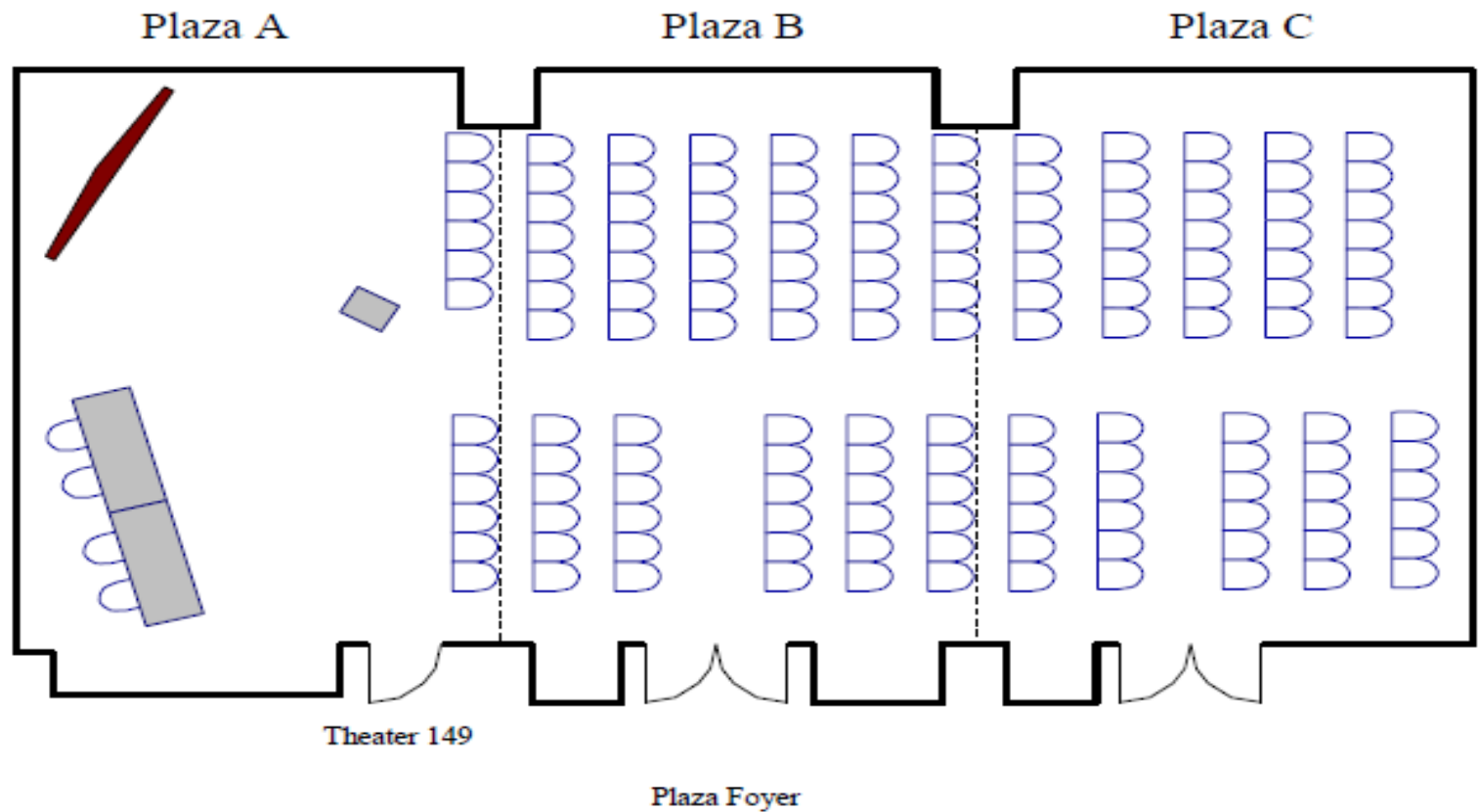


WHAT ARE THE VARIOUS VITAL2015 SESSION FORMATS?

- **Mini-Sessions**
 - » 30 minutes in length
 - » One to two presenters
 - » Allow 10-15 minutes for Q&A
- **Rapid-Fire Presentations**
 - » 5 minutes in length
 - » One presenter
 - » No Q&A



WHAT TO EXPECT WHEN YOU ARRIVE

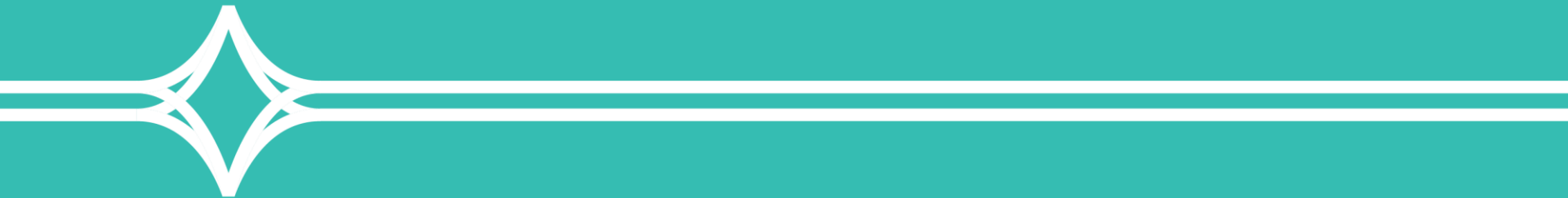


WHAT TO EXPECT WHEN YOU ARRIVE

- Arrive 10-15 minutes early to your presentation
 - » A speaker-ready room will be available if you'd like to rehearse your presentation, check your slides, or schedule pre-arranged meetings with your fellow presenters further in advance of your presentation
- An association volunteer or a staff member of America's Essential Hospitals will greet you and connect you with our A/V team
- When it is time to begin the session, the volunteer or staff member will welcome attendees and open the session



Presentation Best Practices and Session Enhancements



PRESENTATION BEST PRACTICES

- Use the VITAL2015 PowerPoint template
- Stay within your predetermined time limit
- Keep organizational overviews concise and relevant (one minute)
- Shape presentations around the final approved session content
- Engage the audience through discussion and interaction

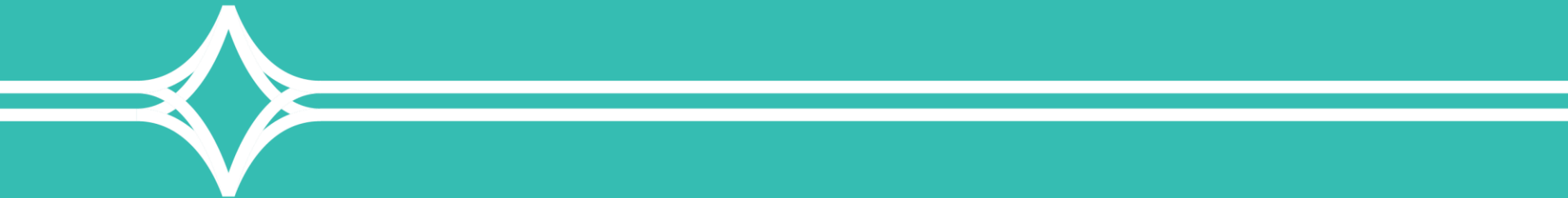


ENGAGING YOUR ATTENDEES

- Consider opening your presentation with a story or energizing tagline
- Close with a captivating ending that ties everything together
- Don't fall victim to “death by PowerPoint”
- Encourage live tweeting via Twitter
- Interactive polling (PollEverywhere)



Submitting A/V Requests, Presentations, and Videos



AUDIOVISUAL REQUESTS – DUE MAY 29

An LCD screen and a laptop with a wireless internet connection will be set onsite with your presentation. Please select any additional audiovisual options you need for your presentation:

- ☐ The provided equipment (LCD, laptop, and wireless internet) are fine for my presentation. I require no additional accommodations.
- ☐ Computer Video - my presentation uses video(s)
- ☐ Computer Video - my presentation uses video(s) and requires sound
- ☐ Microphone: Lavalier Wireless
- ☐ Flip chart with markers
- ☐ Laptop - I will bring my own PC laptop
- ☐ Laptop - I will bring my own MAC laptop
- ☐ Other: I have an A/V request that is not listed above.

MAC users:

Please bring whatever adapters and cables you need to ensure your presentation runs smoothly




SUBMITTING SLIDES AND HANDOUTS

>> Due June 5
via VITAL2015
Conference
Harvester

>> Don't forget
to authorize the
release of your
materials!

>> The embedding of
videos in PowerPoint
presentations is
discouraged.


☒ My co-presenter will upload our combined presentation.




PowerPoint Presentation
(To be displayed in mobile app and on-site in
Cyber Cafe for optional attendee printing)

Acceptable file types: .pptx, .ppt


(this is a required upload)



Supplemental Material/Handout #1
(To be displayed in mobile app and on-site in
Cyber Cafe for optional attendee printing)




Supplemental Material/Handout #2
(To be displayed in mobile app and on-site in
Cyber Cafe for optional attendee printing)



Supplemental Material/Handout #3
(To be displayed in mobile app and on-site in
Cyber Cafe for optional attendee printing)


DOES YOUR PRESENTATION HAVE A VIDEO?

If you have a video that will supplement your presentation, please log in to the VITAL2015 Conference Harvester to submit it using one of the two options below:



Video File
(Please make sure you've indicated a video in the A/V Request Task)

Acceptable file types: .avi, .mov, .mpg, .mp4

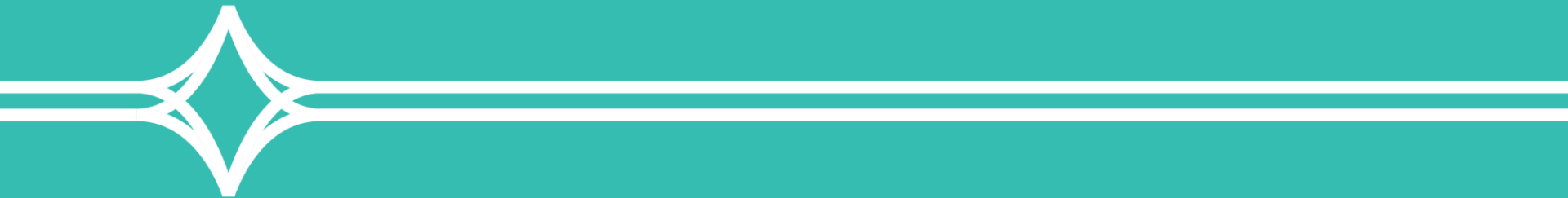


If your video is a URL (like a YouTube link), please paste it into a MS Word document and upload the MS Word doc here

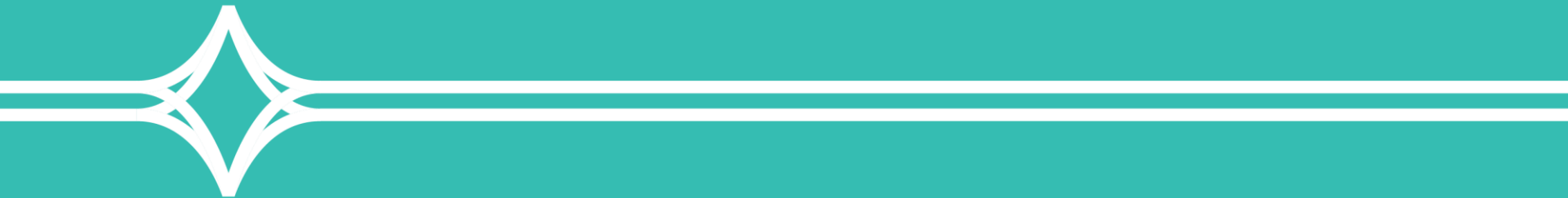
Acceptable file types: .doc, .docx

>> The embedding of videos in PowerPoint presentations is discouraged.

Any Questions?



Next Steps



UPCOMING SPEAKER DEADLINES

- **Friday, May 29**

- » Book your hotel room at The Westin Gaslamp Quarter Hotel
- » Register to attend VITAL2015
- » Submit A/V Requests (VITAL2015 Conference Harvester)

- **Friday, June 5**

- » Submit presentations, handouts, and videos (Conference Harvester)
- » Authorize release of materials (Conference Harvester)
- » Submit polling questions via email to Alana Mallory
(amallory@essentialhospitals.org)



Speaker bio sketches and headshots are now **past due**.
Please submit them at your earliest convenience.

QUESTIONS?

- Alana Mallory
Meetings and Events Coordinator
America's Essential Hospitals
amallory@essentialhospitals.org
- Nneka St. Gerard
Senior Manager of Meetings and Events
America's Essential Hospitals
nstgerard@essentialhospitals.org



Stay tuned for conference updates by visiting:
<http://vital.essentialhospitals.org>