

# ALSC Presenter Tip Sheet

Whether you're a first-time presenter or you've been leading professional development sessions for years, the ALSC Education Committee would like to share the following suggestions with the goal of creating successful presentations for all of our members.

## Presentation of Information

- Speak loudly and clearly
- Limit slides to a maximum of 3-4 bullet points
- Include visuals that synthesize your information, but limit the information, pictures, & designs on each slide
- Make your links "clickable," and/or embed all video and audio files in the slide deck.
- Try to use a clean, consistent slideshow template or theme
- Speak in a conversational tone (do not read directly from slides)

## Technology and Troubleshooting for Online Presenters

- Test your equipment by scheduling a rehearsal with ALSC staff
- For optimal sound quality, wear a headset with a microphone. If you do not have a headset, request one in advance from the ALSC Office

## Inclusion Practices

- Avoid generalizing or making broad claims about members of a cultural group
- Be aware of and do not use offensive language and loaded terms (examples include but are not limited to: "spirit animal," "circle the wagons," "peanut gallery," "low on the totem pole," etc.)
- Do not assume someone's gender identity or use language that reinforces a male-female binary (instead of "ladies and gentleman," one might say "participants")
- Be sensitive to your own biases and open to feedback if/when it is presented to you

## Audience Interaction

- During online presentations, frequently review comments in the chat box, or ask a colleague or ALSC Staff to help keep track of questions as they come in
- Bridge theory with practice by addressing specifically how your topic connects to a youth library setting (potential programs, scenarios, etc.)
- Be fair to other presenters and participants by staying within your scheduled time slot
- Include your contact information for further questions
- Advertise your program on ALSC outlets (ex: listserv, ALSC blog, etc.) and on social media, if possible

**Do you have a tip that you think we should add to this list? We would love to hear your recommendations!**

Please reach out to the ALSC Education Committee with any questions at: [alscedu@lists.ala.org](mailto:alscedu@lists.ala.org)