



2022 WE Local Bengaluru Toolkit

Purpose: The purpose of this document is to outline the steps to produce high-quality recorded sessions for the virtual WE Local Bengaluru Conference.

Important Dates

- Register [here](#) by **1 April 2022**
 - Use speaker code SPEAKER22 for a 100% discounted registration
- Turn in recording to [SWE's Dropbox](#) by **20 March 2022**
- WE Local Bengaluru Virtual Conference **28-29 April 2022**
 - Speakers must be available during this time to use the chat feature to interact with viewers. A schedule with your session's exact date and time will be available in March.

2022 WE Local Pre-Recording Format

All sessions will be pre-recorded and uploaded to the virtual platform as an on-demand video, available for viewing at a specified time.

- ◆ **Listen & Learn Session Recordings**
 - Up to a 45 minute recording, no shorter than 30 minutes
- ◆ **Engaged Exchange Panel Session Recordings**
 - Up to a 45 minute recording, no shorter than 30 minutes
- ◆ **Snap Session Recordings**
 - Up to a 15 minute recording, no shorter than 10 minutes



If your recording does not meet the guidelines, you will be asked to re-record your session. Please be sure the content you turn in is high quality and follows all specifications.

-
- **STEP 1: Use the 2022 WE Local Content Outline (below) to create your session content.** Finalize the content and review it several times prior to recording it so you can update it prior to recording.
 - **STEP 2: Record Your Session.** Refer to SWE's Virtual Presentation Tips and Tricks. SWE recommends using an easy software like Zoom or GoToMeeting to record your presentation. Please refer to the "How To: Record Your Session" info PowerPoint for a walkthrough guide on how to record a session.
 - ⦿ **TIP:** Make sure you record your session on a computer in which you have access to Dropbox. Some companies block access to programs like Dropbox; keep this in mind when deciding how and when to record.
 - **STEP 3: Rename Your Recording File.** SWE is requiring speakers to rename the recording files to: full session reference number + first three words of title.
 - ⦿ (i.e.: 0610_0865_000001 Leveraging the Power)
 - ⦿ Your session reference number is located in SWE's online abstract management system, Catalyst, where you submitted your abstract.
 - **STEP 4: Upload Your Session Recording to SWE's Dropbox Account by 20 March 2022.** Upload the recording to the 2022 WE Local folder in SWE's Dropbox account.
 - **STEP 5: Be available during your session's scheduled premiere time.**
 - ⦿ All speakers will be expected to be logged into the virtual platform to answer questions and chat with viewers when your session is scheduled in the program.
 - ⚠ **TIP:** No cameras or microphones will be used during the viewing of breakout sessions. All interaction with attendees will be done via typing in a chat forum.



2022 WE Local Content Outline

Instructions: Use the steps below to create your 2022 WE Local session. All referenced materials are available for download on the 2022 WE Local Bengaluru Speaker Resource page.



- Review the Best Practices for Accessible Presentations resource.**
- Use the 2022 WE Local PowerPoint Template.**
- Introduce Yourself.** Share your background and expertise with the topic.
- Introducing the Session.**
 - ◆ What problem are you addressing? Why is it relevant to WE Local attendees?
 - ◆ Learning outcomes: what will learners be able to do after participating in your session?
- Identify 2-3 Solutions to the Identified Problem.** Attendees come from a variety of personal and career backgrounds. Recommend solutions that appeal to SWE's diverse membership.
- Prepare a Conclusion.** Summarize Content reminding attendees of the stated learning outcomes



Engagement Best Practices

- Present a problem, including why it is relevant to attendees, at the beginning of the presentation. Throughout the presentation, refer to the identified problem and provide key steps attendees can implement within their own lives.
- Stories are great to share!
- Plan reflection questions throughout – providing a short amount of time (2 – 3 seconds) for attendees to reflect on questions pulls them into the learning process.
- Ask attendees to write action items down.
- Use visuals, graphics and media more than text.
- Panels can present content in game show format where the moderator asks questions and panelists answer questions. Be sure to plan out a script beforehand carefully.

Your PowerPoint Slides

- Keep slides simple and clean.
- Use easy-to-read font (size 20 or bigger).
- Avoid unusual colors and busy backgrounds.
- Keep text to a minimum (6-8 lines per slide, no more than 30 words per slide)
- Write in sentence fragments using keywords.
- Limit the use of animations, builds, or effects.