

Improvement Directorate

VIRTUAL AWAY DAY

27 FEBRUARY 2020

Notes for session presenters

Basic information

- Your session length is up to 60 minutes – don't worry if you finish early, it just gives people a longer break. You are not expected to talk for the full duration, the idea is very much you introduce your subject and then leave time for a discussion.
- We will be using the Webex platform to run the session virtually. If you are not familiar with it, please get in touch so that you can have a practice session and understand how it works.
- During the session, you will have a technical host and a facilitator/chat-monitor who are there to support you. Your role is to concentrate on the content.

What to talk about

1. The purpose of the day is to allow people from across the directorate to learn more about what happens in the directorate, and how they can benefit from and support this work. Use your time to pique interest, as well as ask for any help you might need.
2. Use stories and narrative as well as presenting facts about your work. Show successes, but also talk about challenges and what you'd do differently if you did it again.
3. Plan to talk for about 25-30 minutes; less if you feel you have less to say.

Setting up your equipment and yourself

4. Find somewhere quiet, away from a noisy office, and preferably with natural light.

5. We'd encourage you to use your webcam wherever possible. This quick video guide has some tips for getting the best out of your webcam (you don't have to do all of them!) <https://www.youtube.com/watch?v=4lfzvaBYRwg>
6. To ensure the sounds is clear, use a headset / earphones with a microphone attached (hands-free kit) rather than rely on the computer speaker and microphone. You can use your phone if you prefer; please either ask Webex to call you, or make sure you use your attendee ID so that your phone line and computer login are connected. (This is really important when we make you a presenter).
7. We would suggest each presenter has their own computer and headset etc, and are not based in the same physical space as each other.

How to get the best out of the session

8. We'll open the session about 20 minutes before the start time, to allow people to join and check they can connect. Make sure you are there early to check your slides etc are loaded (which the tech host will do) and people can hear you. The facilitator will encourage people to say hello in the chat box etc, but do please join in with this.
9. Use your slides to enhance your presentation with images and quotes, not as presentation notes. (If you are the presenter in Webex you'll be able to see the presentation notes you have added to the slides in Powerpoint)
10. Start promptly. Some people will always join late, but it's annoying for everyone else if they are kept waiting.
11. Make sure you clearly introduce yourselves and then get others to introduce themselves (eg by posting details of themselves in the chatbox) or through an annotation. The earlier people get involved in a session the more likely they are to participate fully.
12. You can move the slides on yourself by being made the presenter and using the arrows above the slide-deck. If you are struggling with this, ask your tech host to move the slides on for you.
13. Encourage people to post questions and comments in the chat box; through posing questions and asking for ideas. Your facilitator can keep an eye on what is being posted and be invited to summarise at points in your presentation.
14. Make use of interactive tools such as polls and annotations. See below for more information.
15. Have a clear final summary slide that captures the main points from your presentation, and finish by providing contact details for people to get in touch with you.

Polls and annotations

- Polls allow people to respond to a specific question (either choosing a single or multiple answers).
- Annotations allow participants to draw/write on the slide (eg “mark where on the map you are”).
- Annotations are easier to set up, but don’t provide quantitative results. Polls require setting up prior to start of the webinar. They also need at least a minute for people to add their answers, and then 20 seconds for the results to be collated, during which time you need to keep talking.
- We would recommend using one or two annotations and/or polls in your presentation: any more can feel like they are being overused.
- If you want to use polls, you need have the question prepared and emailed to us at least 24 hours before your presentation starts.
- You will need to ask your tech host to switch the animation on and off, and to run the polls. You will also need to explain to participants how to take part (or get your tech host / facilitator to do this). Please note that this functionality will not always work for participants using iPads or other devices.

What next?

- Please have your slides ready at the very latest by 5pm on Wednesday (earlier is better). Please use the standard NHS E&I Powerpoint template, available from Sharepoint.
- The tech and facilitation team will be in touch with you to check you need anything before the session. We recommend you do a test session beforehand to check you can connect to the webinar.
- Any further questions, or problems on the day, please email [REDACTED] or call [REDACTED].
- We look forward to seeing you virtually on Thursday!