#OETC21 Presenter Tips & Suggestions

Every year, OETC and the Session Reviewers work diligently throughout the Peer Review process to ensure that only the highest-quality session proposals offering the most educational value are accepted for the OETC schedule.

Here are some tips and suggestions to assist you in crafting a high-quality proposal:

1) Get to know the event! Know who will be attending, the types of attendees you want to attract, the message you want to present, and whether the message fits with the key themes of the event.

2) Brainstorm before you start writing. What are the "takeaways", learning objectives, or key point(s) of the presentation? What will be in your presentation? How will you engage the audience?

3) Review the **Proposal Writing Resources and Virtual Presenting Tips** section on the next page for tips on drafting your proposal and for preparing to present virtually.

4) Draft your proposal prior to submitting it in the #OETC21 Presentation Portal. The portal allows you to save and edit a proposal using the "Save as Draft" button; however, technology issues are possible. To avoid lost data, it is recommended to save a copy of your work on your own device.

5) Make sure to spell check your presentation as well! Pasting plain text works best when submitting your proposal online.

6) Prepare a professional Virtual Presenter biography for submission. Attendees use this information to assess your capabilities and qualifications to deliver your presentation. Review the **Tips on Writing an Effective Speaker Biography** section on the next page for additional information.

7) Submit only your best proposals. Each Virtual Presenter can submit a maximum of 6 proposals for consideration for OETC.

Proposal Writing Resources and Virtual Presenting Tips

The following resources have been provided to assist submitters with crafting session proposals and practicing virtual presenting:

1) "Best Practices for Virtual Presentations: 15 Expert Tips that Work for Everyone" by Mary Abbajay

2) "10 Tips For Giving Effective Virtual Presentations" by Matt Abrahams

3) "7 Speaking Tips That Improve Your (Virtual) Presentations" by Riaz Meghji

4) "Tips for Writing a Winning Conference Proposal" by David Kelly

5) "Organization and Preparation Tips" by Garr Reynolds

6) "How to Write a Successful Conference Proposal" by Karolina Szczur

Tips on Writing an Effective Virtual Presenter Biography

A Virtual Presenter biography is a brief summary of your education, work history, and expertise that is relevant to your session proposal topic. The biography length for OETC is a maximum of 200 words.

1) Keep your virtual presenter biography brief—no more than 200 words. Biographies that are too long simply don't get read. Remember that the biography will be listed in the mobile app as well, where space is at a premium.

2) Include your current job title and a brief mention of work history and experience that is relevant to your speaking topic and audience.

3) Include academic qualifications, awards, and a reference to published work, but only if applicable to the material you are presenting.