



Presenter Guidelines

To ensure that presentations meet the LFTX standard of high-quality and engaging professional learning, whether virtual or face-to-face, we ask presenters to follow these guidelines:

- State clearly the purpose, goals, and outcomes for the session
- Model best practices of learning that participants can replicate with their students or the teachers they support
- Encourage the use of breakout groups to limit group size and enable personal sharing in smaller groups
- Provide opportunities for community building
- Use highly interactive, facilitated approaches in addition to direct teaching by the presenter to present content and engage participants? Some techniques might include:
 - Polling
 - Active questioning
 - Video clips
 - Sharing of experiences among participants
 - Encouraging and modeling the use of Q&A or chat functions
 - Co-creating artifacts that can be shared
- Provide varied opportunities for processing content, to include partner, small group, and whole-group structures
- Provide reflection opportunities throughout for participants to synthesize their learning and plan for the relevant application
- Include opportunities for movement. Some techniques might include:
 - Stand and stretch every 60 minutes
 - Incorporating kinesthetic movements using strategies
 - Opportunities to walk and read or process
 - Break(s)
- Quality Visual Presentations:
 - Font and size
 - Limiting the amount of text on a slide
 - Greater use of images than dependence on words
 - Quality images