

SHAPE America’s 2024 “By You, For You” Webinar Series Presenter Expectations

A presenter’s commitment to their presentation is essential to the webinar’s success. All presenters accepted for SHAPE America’s 2024 “By You, For You” webinar series must:

- Be a SHAPE America member (Not a member? [Join now](#));
- Develop a timely webinar presentation per the guidelines provided by SHAPE America on a topic relevant to SHAPE America’s membership;
- Be passionate and knowledgeable about the topic presented;
- Submit all required documents and materials to SHAPE America by specified deadlines;
- Participate in a practice webinar session;
- Sign into the pre-recorded webinar session 10 minutes prior for additional prep time;
- Present a pre-recorded webinar presentation;
- Comply with all technical requirements, citation policies, and permissions to use materials policies;
- Respond to all emails from SHAPE America staff in a timely manner
- Be available to present the webinar in a pre-recording to be released on a Thursday in 2024
- Be courteous to others and adhere to the one-hour webinar timeframe;
- Provide tangible handouts/resources to SHAPE America to be posted on the SHAPE America Online Institute website;

Sample Webinar Timeline

The following provides an overview of how we expect your webinar to be structured.

Time:	Information Covered:	Facilitated By:
2 minutes	SHAPE America Introductions <ul style="list-style-type: none"> • Title and Speaker Intro • Housekeeping items 	SHAPE America

2 minutes	<p>Webinar Introduction</p> <ul style="list-style-type: none"> • Summary • Agenda • Learning Objectives 	Presenter(s)
2 minutes	<p>Introductory Pulse Question</p> <ul style="list-style-type: none"> • Presenters will ask a pulse question, pause, and then allow viewers to think/reply/take notes as if they were answering the question aloud 	Presenter(s)
12-14 minutes	<p>Presentation Section</p> <ul style="list-style-type: none"> • Content/Information/Lecture • Examples/Samples/Resources 	Presenter(s)
2 minutes	<p>Check-in Pulse Question</p> <ul style="list-style-type: none"> • Multiple Choice or Open-Ended • Summary of previous section OR preview to next section • After a pause, the presenter(s) will read the correct answer aloud (if applicable) 	Presenter(s)
12-14 minutes	<p>Presentation Section</p> <ul style="list-style-type: none"> • Content/Information/Lecture • Examples/Samples/Resources 	Presenter(s)
2 minutes	<p>Check-in Pulse Question</p> <ul style="list-style-type: none"> • Multiple Choice or Open-Ended • Summary of previous section OR preview to next section • After a pause, the presenter(s) will read the correct answer aloud (if applicable) 	Presenter(s)
12-14 minutes	<p>Presentation Section</p> <ul style="list-style-type: none"> • Content/Information/Lecture • Examples/Samples/Resources 	Presenter(s)
2-3 minutes	<p>Reflection</p> <ul style="list-style-type: none"> • Presenter(s) will give the viewers time to think and take notes about their next step(s), current approaches, or new ideas 	Presenter(s)

3 minutes	<p>“Food for Thought”</p> <ul style="list-style-type: none"> • Summary of lessons learned • List of key resources/materials 	Presenter(s)
2 minutes	<p>Final Pulse Question</p> <ul style="list-style-type: none"> • Presenters will ask a pulse question, pause, and then allow viewers to think/reply/take notes as if they were answering the question aloud 	Presenter(s)
1 minute	<p>Closing</p> <ul style="list-style-type: none"> • Thank you • Reminder of webinar archiving • Invitation to view future webinars • Contact information for viewer questions 	SHAPE America

Webinar Details

Introduction

During this portion of the webinar presentation, SHAPE America will welcome viewers to the webinar, provide housekeeping information, and introduce the speaker. You should then do your own introduction of the webinar content, providing a summary overview and covering the days’ objectives and agenda.

Introductory and Final Pulse Questions

The introductory pulse question is designed as an opportunity for you to engage your webinar viewers. The presenter(s) should ask his/her question, pause, and then provide approximately 60 seconds of dead air online to allow the viewers time to take notes/answer the question.

The presenter may also read his/her question, tell the viewers to press the pause button to take notes/answer the question, and then press the play button to resume the webinar.

Open-ended questions are recommended at this time.

The presenter(s) should provide some reply/example/answer before proceeding with the webinar content.

Presentation Sections

During the presentation chunks of your presentation, you should be providing the key background and information viewers need to know; presenting and describing specific strategies and approaches to utilize in their practice; and providing examples of application complete with resources needed to implement.

Check-in Pulse Questions

Check-in pulses have a dual purpose. First, they are designed to keep your viewers engaged throughout the presentation. They also serve as a way for you to close out your previous presentation section or preview the next section of presentation material. These pulses can be open-ended or multiple choice.

Examples:

<p>Let's Review: What PE standard discusses recognizing the value of physical activity?</p> <ul style="list-style-type: none"> • Standard 1 • Standard 2 • Standard 3 • Standard 4 • Standard 5 	<p>Next Up – Assessment: What type of assessment are you most comfortable using?</p> <ul style="list-style-type: none"> • Formative Assessment • Summative Assessment • Information Assessment • Formal Assessment
<p>Who will be the first person you approach to get on board with your plan? (open-ended)</p>	<p>Where could you go to get resources for this project? (open-ended)</p>

Reflection

During this section, you will post an open-ended question that allows the participants to make a personal connection to your topic (for example, sharing their own practices or plans and beginning a collaborative conversation with their colleagues, school, etc.)

Consider questions that ask about their experiences/current efforts to share their approach to your topic and/or their plans/ideas to implement your topic in the future.

Examples:

- What events do you currently hold to engage parents?
- What will you do tomorrow to begin to implement this approach?

Food for Thought

This section encompasses a few key pieces of your presentation. First, you should summarize your presentation. You will also be listing your “resources and takeaways” that you will be sharing as part of this presentation.

Closing

SHAPE America will end the webinar with a reminder regarding the on-demand version of the webinar (and all future “By You, For You” presentations)

Things to Keep in Mind

- Adult learners are motivated to learn when topics are applicable to their current professional role. Be sure the information and strategies you present are relevant to your target audience.
- Everyone wants something they can immediately take away and implement. The more tangible items you can provide the better! If you have photos of sample bulletin boards, final lesson plans, template documents, etc., they will be very valuable for your viewers.
- Share both your successes and your failures! Individuals appreciate learning from not only the strategies that led to your success, but also the strategies that you tried that were not

effective. Sharing the good and the bad can save your viewers a lot of time as they work to implement it on their own!

- Be more educational and less informational. A good instructor not only informs their students but educates them on how to do the work on their own. Be sure you are not only presenting the “what” of your topic, but also providing the “how” of implementation so your viewers get the most out of your presentation.
- Practical examples are best. Specific examples you can provide regarding each step, strategy or informational piece presented will be useful for your audience – specifically helping them connect what you are presenting to their current practice.

Resources and Takeaways

One of the key pieces of feedback we hear from our webinar viewers is that they want more tangible takeaways and samples they can use in their teaching (for example, finalized lesson plans, bulletin board templates, reproducible resources, etc.). Providing these types of tangible resources and takeaways will add immense value to your presentation and encourage viewers to implement the strategies presented!

Providing your resources is a key piece to making your webinar as effective as possible.