

AALPD / COABE

Coffee Break for Hybrid Presenters

Welcome!



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Today's presenter



Ashly Winkle



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You need a buddy!

Presenter

Buddy



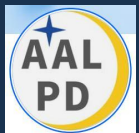
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Keep the setup simple

- Use a planning tool.
- Choose simple technology, such as a shared Google Doc.
- Create a reminder sheet with your login, password, and COABE information.

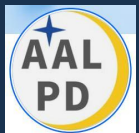


Plan for both audiences

- Plan for the online audience first, then the people in the room.
- Map each task and its timing for both audiences. Allow more time for online tasks.
- Recruit a buddy before the conference. Review links, tech support, and when to interrupt.

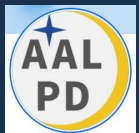
Coordinate before you arrive

- Agree with your buddy on when to take participant questions and comments.
- Know your room setup ahead of time.
- Get to know the Whova platform.



Arrive early. Set the tone.

- Arrive at least 15 minutes early.
- Test your videos and technology tools.
- Engage with participants as they enter.
- Create an inviting atmosphere with music or sharing. Ask your buddy or a colleague to help.



Keep everyone connected

- Stay in camera range so online participants can see you.
- Check in with the online audience throughout the presentation.
- Have your buddy move the microphone to capture in-room comments for online participants.

Make participation easy

- Repeat questions from the room and Zoom so both audiences can hear.
- Use collaborative tools such as Poll Everywhere, Slido, Mentimeter, Pear Deck, Google Docs, and Kahoot!

What is a Coffee Break?



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Coffee Break conversation

- What best practices can you share about hybrid presenting?
- What made the best hybrid presentation you gave or attended so effective?
- What resources do you use?
- What questions do you have?
- What is one piece of support you want today?
- What is one piece of advice you can give?

