General Guidance for Presenters

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Aims

This guidance aims to give you the tools you need to maximise your impact and reach when delivering talks. **Please note:** The guidance refers throughout to 'Sessions'. This includes talks, training and workshops. The guidance has been written for the benefit of anyone delivering sessions.

If you would like the Rebel Curriculum team to support you with optimising the content, structure and delivery of your sessions, please complete **this form** and we'll be in touch.

To Print

- On a computer, you'll find an 'Export' option under the 'Actions' heading on the side of your screen.
- On a phone, tap Info [top left] and then under 'Actions' select 'Export'.

You can either export the chapter General Guidance for Presenters or individual pages of the guidance to a PDF, which is the best format to print in.

The guidance has been divided into sections. Feel free to study it all or dip in for a refresh on any aspect.

If you have questions, comments or feedback, please email

pathways+rc@extinctionrebellion.uk

Preparation and Presentation

XR sessions are such a powerful and important tool, whether they are public-facing or for internal training. This might sound obvious, but it's good to keep reminding ourselves. When delivering a session, it is important to give it your best shot! You are XR's front line: making a good impression as well as an emotional impact could bring in new rebels, other supporters, and have ripple effects (both good or bad!) that you might not have considered.

Preparation

For anyone speaking in public, even for a short talk, it is important to be prepared. A key aspect of preparation is warming up your voice and body.

Of course, you should experiment to find what works best for you - there's no one right way to do this, but it IS essential you do some kind of warm-up.

Voice Warm-Up Exercises [5-10 mins] Follow the steps below or watch and follow this video.

1. Breathe deeply, relaxing your belly, so belly, ribs, and back expand with your breath.
2. Stretch out your neck, jaw, face and sides.
3. Activate your breath support muscles with a hiss exercise.
4. Begin vocalizing on something easy to start stretching out the vocal cords e.g.: lip roll, "HM" (hum), or "NN".
5. Sing on an easy, relaxed OO vowel to work on good, consistent resonance throughout your range.
6. Open up to an "AH", "YAH", "UH", or "YUH" to relax the jaw down and lift the soft palate up.
7. Get into mix voice with an "NG, "NYAH", "NAY", "MUM", or "BUH".
8. Warm down: If you spent quite a bit of time working out, warm down with a gentle hum or lip trill.

Body Warm Up Exercises [5 mins]

- Stretch your arms up above your head; drop them down. Repeat x 3.
- Bring your shoulders up to your ears; drop them back down; drop them further. Repeat x 4
- Roll your shoulders forward several times. Roll them backwards a few times.
- Wriggle out the tension. Take a deep breath and give a long exhale.

Always remember to keep hydrated: have some water within reach.
This will help:

- to protect your voice
- if your mouth gets dry
- you need a minute to compose yourself
- you've lost your place in the script

It's okay to say 'Excuse me for one second' and take a drink. A tip from the theatre world is to put some lip salve on your teeth to stop your lips from sticking to them!

Presentation

The way we speak and look when presenting information can have a big impact on how it is understood. This helps to make a quick and strong emotional connection with your audience. It is always useful to refresh our awareness of the broad range of presentation techniques and practical tips that help both presenters and participants to maximise the value of any session:

- practise your script out loud to familiarise yourself with it and build confidence
- speak slowly and clearly, with your mouth in full view in case anyone is lipreading
- break up sentences and use pauses to underline what you have just said, or to make eye contact
- maintain the quality of your talk in terms of clarity, tone and avoiding 'speech fillers'
- be mindful of your language. It's important to use people's preferred pronouns. Avoid terms like 'guys' or 'fellow' (as in 'my fellow rebels')
- make the most of your voice - vary its tone and pitch, and make sure everyone can hear you
- use your face. Your expressions can communicate a great deal. Do you look interested, excited, concerned about what you are saying?

Dealing with Nerves

Even the most experienced speakers can get nervous - it's natural - but developing your confidence will help you to be clear and to minimise those speech fillers such as "er" "um" or "like". These can become habits we don't even notice, but listeners can find them very distracting: this dampens the impact of your talk. Try recording one of your sessions and watching it to spot fillers.

Here are some tips and tricks to help with nerves and improve the quality of your presentation:

- speak clearly, in short phrases. Listeners need time to absorb your words.
- take deliberate breathing pauses. Don't worry - they will feel a lot shorter to participants than they do to you, but they help with your pacing and energy levels. Use the pauses to:
  - take a drink of water!
  - make eye contact with participants
  - create impact after something you've said
  - find your place in the script if you have temporarily lost it - but there is no harm in saying you've lost the place so 'Excuse me for a moment' until you find it. We're only

human!

Presenter's Environment

On Zoom, before you begin your session:

- close unnecessary browser tabs, make sure nothing is downloading, etc, and generally ensure you have nothing competing with your video bandwidth so you don't appear distorted to your participants.
- try to ensure your camera is level with your eyeline, and not pointing up or severely down at your face - this helps you to appear natural.
- put your phone on silent and make sure it's not resting on the same surface as your computer because vibrations/buzzing will still be picked up.
- make sure the room you are in is well-lit! It's important that your face is clearly visible for lip readers. On that note, ensure you're looking straight into the camera for the appearance of making eye contact.

Housekeeping [Access & Inclusion]

XR meetings are run rather differently, due to our culture, and ideally all sessions ought to begin with **Housekeeping** - an explanation of meetings culture. If this is not possible, e.g. for reasons of timing, the points should be clearly displayed on a slide, or posted in chat, for everyone to read. Having said that, the **key** access/inclusivity points ought to be dealt with by the presenter.

Renaming

Invite participants to change their Zoom name to reflect their given name / preferred pronouns / location.
Check they know how.

- On a computer - hover over your own video screen and select the 3 dots, Rename
- On a phone/tablet - tap the screen, scroll right, select Participants, select your name, Rename
- More detailed Zoom guidance

Access

- Essential: participants keep mics switched off until they need to speak. Explain that if mics are left open, any background noise will interfere with whoever is speaking and will cut out their voice. They can use chat to communicate if they don't have a mic
- Be sure participants are clear about the duration of the session, approximate break time(s) and if there is an additional Q&A
- Check if the closed captioning is required and turn it off or explain how participants can hide them, as required
- Check if participants have any access requirements e.g. additional comfort breaks; a slower presentation speed with longer pauses so information can be processed; and a longer time to formulate any questions
- Always give the option for participants to indicate their requirements in a direct message in chat and make sure they know how to use it

Safe space

- Explain that we do not consume any alcohol or drugs during a session and eating should please be done off camera
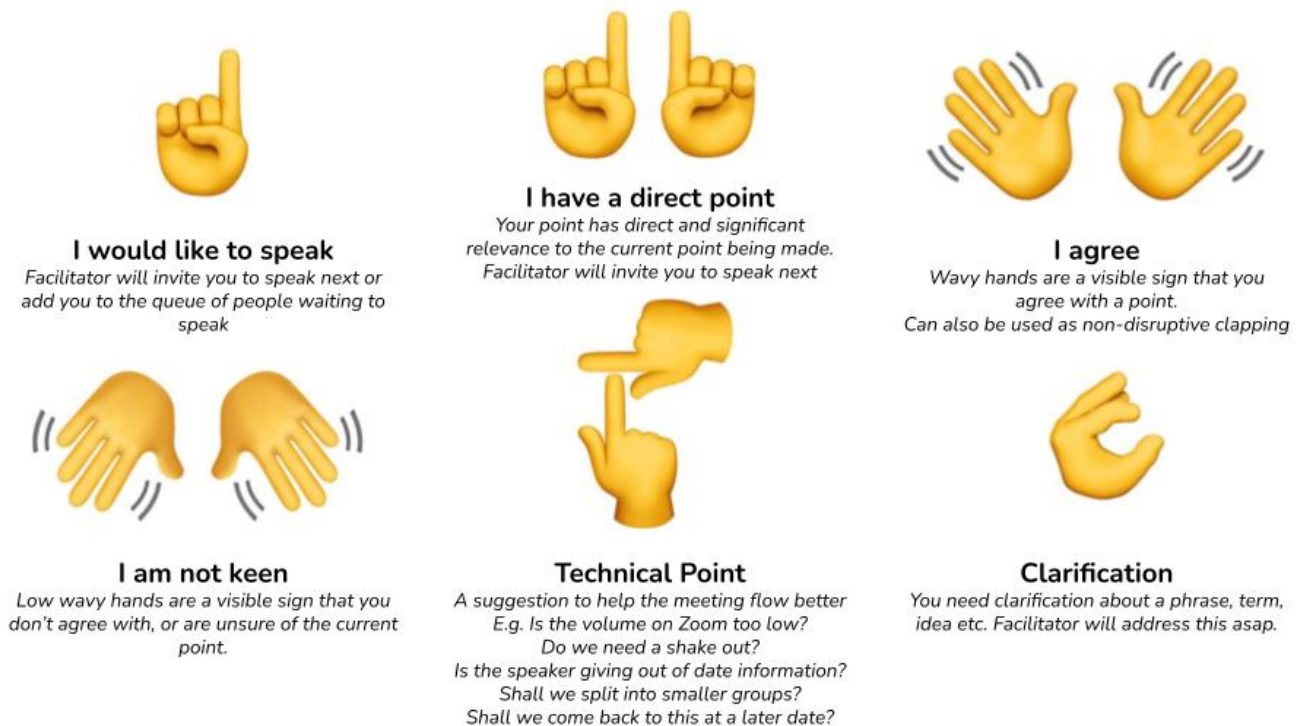
- Ask if anyone prefers not to see people smoking or vaping on camera. If this is the case, can they please say so via a personal message in chat and the activity will be asked to go off camera

Hand Signals

Explain the basic hand signals to use during your session or show this slide. You may not need them all, depending e.g. on the subject of your session or the experience of the attendees.

- Raise one finger (query or comment)
- Wavy hands (I agree - also see Temperature check below for unsure/disagree)
- C for clarification
- T for Technical - (e.g. 'this is for anyone who has a technical issue so we can address you immediately')
- Two hands forming a circle (please round-up what you are saying)
- Temperature check - to gauge feeling of participants (use wavy hands either side of your face [this is the British Sign Language for cheering], or in the flat to indicate no response or no feeling either way or pointing downwards to disagree)

See this diagram for examples:

I would like to speak
Facilitator will invite you to speak next or add you to the queue of people waiting to speak

I have a direct point
Your point has direct and significant relevance to the current point being made. Facilitator will invite you to speak next

I agree
Wavy hands are a visible sign that you agree with a point. Can also be used as non-disruptive clapping

I am not keen
Low wavy hands are a visible sign that you don't agree with, or are unsure of the current point.

Technical Point
A suggestion to help the meeting flow better E.g. Is the volume on Zoom too low? Do we need a shake out? Is the speaker giving out of date information? Shall we split into smaller groups? Shall we come back to this at a later date?

Clarification
You need clarification about a phrase, term, idea etc. Facilitator will address this asap.

If participants don't have a camera.

Explain using the Reactions button for hand signals - one hand for general help/Q and thumbs up for Yay!/OK!
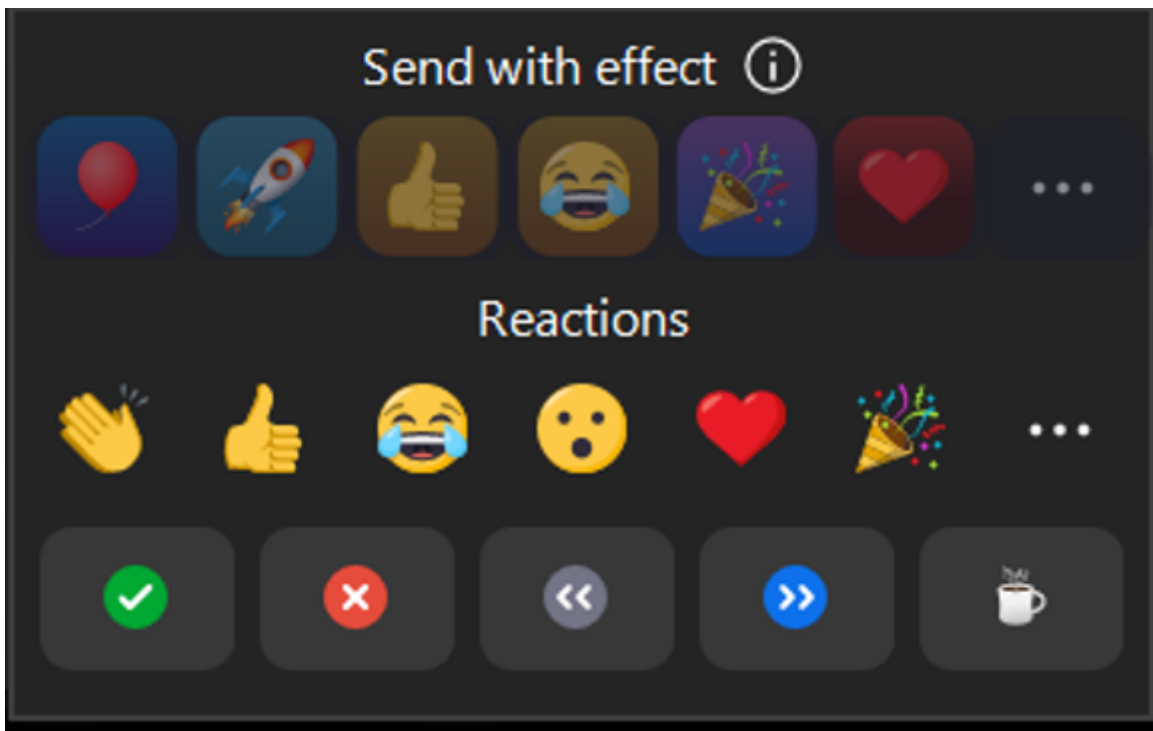
Chat - How to use it

- Explain how to find chat at the bottom of the Zoom screen or to tap the screen if on a mobile/tablet. If they need to message privately, use the drop-down arrow next to Everyone and select the individual name
- NB if attendance is high, suggest everyone uses the Reactions 'raise hand' as this automatically stacks them in order from the top left of your Zoom screen

Check-ins, Check-outs & Regenerative Cultures Statements

Check-Ins and Check-Outs

These are an important aspect of the care which threads through our Principles and Values. They are not compulsory for training sessions but, ideally, presenters should try to do **check-ins** as a way for everyone to connect with each other and ground themselves in the moment.

If you want to do them, always give participants the option not to check-in or out if they don't want to, and perhaps suggest they use the chat instead.

For verbal check-ins with more than 5 participants, use breakout rooms but always explain that participants can return to the main room if they wish - unless using them is going to be essential for the purposes of the session.

A general check-in could include given name, preferred pronouns, why the person is here, and handing over to someone else in the group by saying their name. They help attendees to:

- feel part of the session;
- say how they feel;
- let everyone know how to pronounce their name.

Various other options can be used; choose which suits your presentation and timings. As an example, ask all participants to post in chat. Suggest using something to describe how they are feeling - an animal, a colour, or a few words.

Check-outs are also not compusory but they can be used to glean a brief insight from participants about the session. As an example, ask them to post in chat something that they found

- surprising
- especially interesting
- new to them

If you wish to use a Regenerative Statement to open the session and/or a Vision Reminder to close it - **find them here**.

Structure | Content | Aids

Structure of Training

It's helpful to break the session into sections, allowing for Q&A after each section. Make sure the sections flow well into each other. If the sections must jump from one topic to another, clearly state that one section has ended and the next one is called XXX. This helps listeners to refocus their attention. Also clearly announce when it is the end of the session.

If there is a Q&A session after the presentation, avoid running over into this time.

Breakout Rooms

During a session, breakout rooms allow attendees to discuss an issue in depth. If breakout rooms are being used, always explain why and how long they'll last.

Let attendees know in advance if someone should take notes and report back in the main room.

Unless using breakout rooms is an essential part of the training, always reassure attendees that they do not have to stay in a breakout room. If they prefer, they can stay in the main room. Be sure you know how to do this.

Content of the Training

The way we organise training sessions can have a big impact on how well they are understood and enjoyed. Remember that there are different learning styles, so present your information in a variety of formats which match these styles. When reading information aloud, speaking slowly will allow enough time for attendees to take in what they are hearing.

Try not to cram too much information into the session. Think about what could be put into the Rebel Toolkit for attendees to read afterwards.

Always avoid using acronyms. Give the full title, then how it's shortened and post that information in chat. Otherwise try to use the full title all the time.

Keep sentences short and avoid using complex words.

Audio Visual Aids

If using slides, think about how much information is on the slide. Avoid too much info! Read out what is on the slide and/or describe the image for anyone sight impaired or dyslexic.

Don't put text over images as this makes the text hard to read. Practise using the slide show with Closed Captions running and check there's enough clear space at the bottom of the slide to view the CCs.

Video - choose share sound and optimise for video clip (see Zoom tips page).

Post Training & Follow-up | Feedback

Post-Training and Follow-Up

Capture email addresses either via registration forms or using the chat box (check participants are happy to share with everyone or direct message you).

Send follow-up emails ASAP and include the option for participants to feedback either via a form or your email address.

Ideally, an email should have two links at the most. If you put your follow-up information on the Rebel Toolkit, you will have fewer links in your follow-up email. This also means you do not have to keep posting links in the chat during your session.

Feedback

The Talks & Training team welcomes feedback on the helpfulness of this guidance, so it can be continually developed and improved. You can do this by messaging into

- the Talks & Training Reception on Mattermost

- emailing eventsxr@gmail.com

- completing this Feedback document

Book a Zoom Session and Publicise Your Event

How To Book A Session On Zoom

If you don't have access to a paid Zoom account, please contact XRUK Talks & Training [T&T] via our **Talks & Training Reception** on Mattermost or email **eventsxr@gmail.com** and we'll give you our log in.

Once in the T&T Zoom, please check the schedule to make sure you don't make a booking at the same time as someone else. Go to Meetings in the menu on the left hand side in Zoom and check the list for other sessions already booked in. Please leave a minimum of 15 minutes between meetings to allow time for prep.

If asked for a One Time Passcode (OTP) when logging into the T&T Zoom, please go to **Protonmail**, and use the same log in details as the T&T Zoom account, pick up the code and then add it to the relevant Zoom field. That will get you into the T&T Zoom account - you have 10 mins to pick up the code. However you can always generate another if you run out of time.

Scheduling and customising a meeting with registration

Find instructions **here**.

How To Publicise Your Session

Complete the **UK M&M Comms Requests form** to get your event onto:

- Movement Broadcast Telegram
- Movement Broadcast Mattermost Channel
- XRUK Talks & Training Facebook
- XRUK Facebook

If you have a Mattermost account you can ask for your event to be publicised on the Movement Broadcast channels on Telegram and Mattermost. Do this in the **UK M&M Comms Requests channel**.

Update other publicity channels: local group Facebook page, broadcast channel for region, or wherever you publicise events.

Use the XR link shortener **https://xrb.link/** for your links in your publicity. You need a Mattermost account to use the link shortener. Alternatively you can use other link shorteners.

If you are using Action Network to promote your event, paste in the full link then use the Action Network link shortener found in the formatting options within the body text. If you use a pre-link shortener, then your emails may go into peoples' spam.

If you need guidance on using Action Network, visit the Rebel Toolkit pages **here** and request training **here.**

# Guidance for using Zoom in Talks, Training and Workshops

How to log on to Zoom and select your booked session

Access details are the same as those used for booking the session. REMEMBER to check whether you are already logged into another Zoom account. If so, you need to log out of that one to log into the Zoom account where the session is booked. Go to the avatar at the top right - sign out and then sign into the correct account.
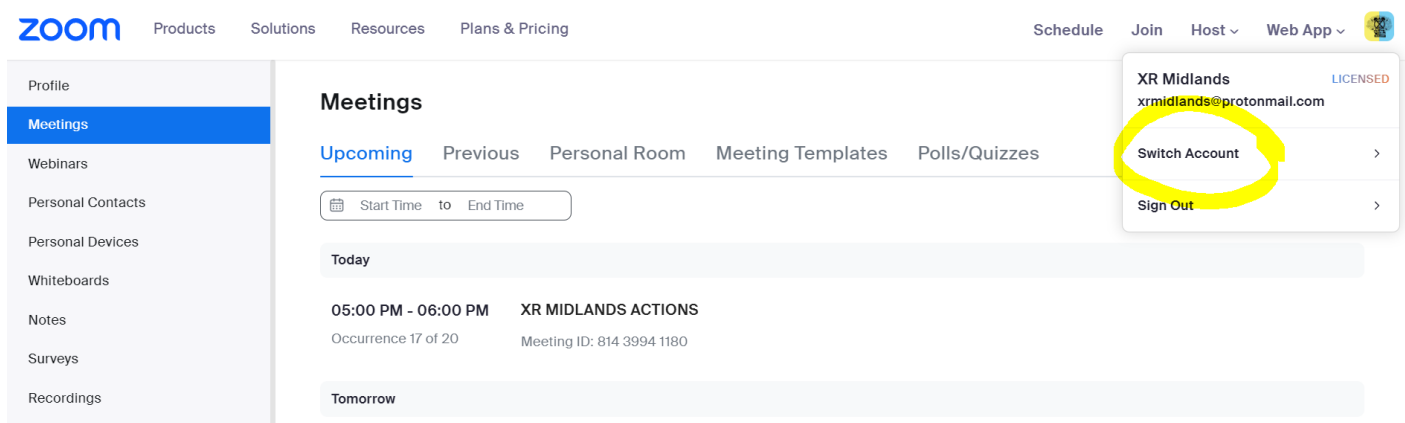
How to enable closed captions BEFORE THE SESSION BEGINS

- Anyone who is D/deaf or partially deaf will need these running from the start of the session.
- At the bottom of your screen, select closed CC/Live Transcript.
- You or participants can always Hide Subtitles if you don't want to see them. Alternatively, once everyone has arrived, ask participants whether anyone wants them running. If they are not required, they can be turned off.
- You need to be the host to turn CC/Live Transcript on or off.
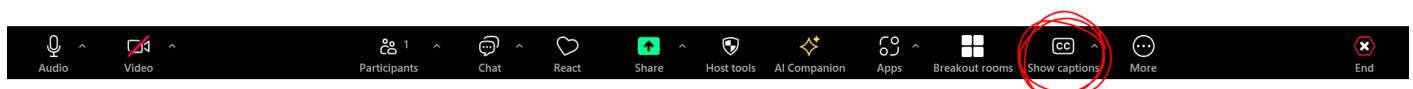
How to admit participants from Waiting Room / How to unlock it

- Once you have opened the session, pop up messages at the top of your screen will tell you that participants are in the Waiting Room. To let them into the meeting, click on "Admit".
- Once you have started the session, you can allow late arrivals to jump straight in, rather than going to the Waiting Room. To do this,
  - click on Participants
  - select the 3 dots at the bottom right
  - select 'Enable Waiting Room'.
  - This will disable the waiting room and allow people to join without you having to Admit them individually. NOTE - this option will only work if you have created a Zoom registration link and selected both Passcode and Waiting Room when you created the Zoom meeting.

How to split screen to see the Zoom meeting and other information (eg. your script) side by side

- Have your script open on one tab before you open the Zoom session.
- Click on the 'Reduce' icon - two squares superimposed on each other in the top right corner of your screen. This allows you to adjust the size of that application by hovering over its edge and using the arrows that appear.
- Click on a new tab to log into the Zoom session and repeat the process as above.
- This gives you two screens side by side.

How to screen share

You may use this function to show slides etc but you will not be able to see your script

- Click screen share at the bottom of your own screen (green square with 'up' arrow).
- Click on the window with the blue surround and click share.
- Minimise that window (click on the short horizontal line at the top on the right).
- Click on the tab of the item to be shared (this should have been opened before you started the session).

Watch Zoom support video on screen sharing

How to create breakout rooms for check-ins

- Click on the Breakout Rooms icon on the bottom bar of Zoom
- Choose how many people can go into each room [3 or 4 is a good number]

- Click 'automatically' to let Zoom select participants at random to go into different rooms.
- Select a time eg 5 minutes.

Watch Zoom support video on use of breakout rooms

View Assessment Form

FORM - ASSESSMENT - REBEL CURRICULUM

Title of Training, Date and Speaker / Assessor

[text field]

Housekeeping
What aspects of accessibility / inclusivity / clarity were used?

Were there closed captions running from the beginning?
○ Yes ○ No

Was there a clear view of the speaker's mouth for lip readers?
○ Yes ○ No

Was there a clear statement of the training's purpose, structure & duration? [inc comfort break(s)]
○ Yes ○ No

Was there an opportunity to (privately) indicate access requirements?
○ Yes ○ No

Explaining non verbal methods of communication

Hand signals: their meaning and when they're responded to?
○ Yes ○ No

Reactions: Zoom 'emoji'/reactions - meaning and how-to?
○ Yes ○ No

Chat box how-to and etiquette
○ Yes ○ No

stack ?
○ Yes ○ No

Further comments on housekeeping and comms info

[text field]

Check-ins and Check-outs

Were check-ins done ?
○ Yes ○ No

Were check-outs done
○ Yes ○ No

Was the Vision Statement read, if appropriate
○ Yes ○ No

Further comments on check-ins, check-outs and Vision Statement

[text field]

Using Breakout Rooms [BORs]

Was the reason for using BORs clearly explained

○Yes ○No

Where going into a BOR was not integral to the learning purpose, was an alternative option offered

○Yes ○No

Were participants given clear info on what they should do in the BOR

○Yes ○No

If BORs required facilitators and note takers, how was this arranged and verified

[text box]

On leaving the BORs, was there enough time for reflection e.g. on what was learned, any surprises

○Yes ○No

Further comments on use of BORs

[text box]

Content of the training

Did the speaker use simple language and short sentences

○Yes ○No

avoid using acronyms and abbreviations

○Yes ○No

If No, were they explained first, maybe with a reminder in chat

○Yes ○No

Was there a good balance of information and discussion, as appropriate

○Yes ○No

Did the participants have time to ask questions and offer comments on what they were learning

○Yes ○No

Was there enough time for a question and answer section, if this was advertised

○Yes ○No

Other comments on the content of the session.

[text box]

Presentation

Did the trainer speak clearly

○Yes ○No

too quickly

○Yes ○No

sound loud enough

Audio Visual Aids

Did the slides have a reasonable amount of information ?
○ Yes ○ No

Were the slides readable ?
○ Yes ○ No

Was the content of the slides explained ?
○ Yes ○ No

Did the closed captions remain visible ?
○ Yes ○ No

Were any video clips of good quality and short length
○ Yes ○ No

Was the video's sound quality adequate ?
○ Yes ○ No

On other screen sharing eg website, was the visual quality good
○ Yes ○ No

If XR's website was shared, did the speaker mention our hope to render it more 'dyslexia supportive'
○ Yes ○ No

Other comments on use of audio visuals, especially where training might be of benefit

Post Training and Follow Up

Was an 'I Attended' form used during the training, so the correct follow up email was sent
○ Yes ○ No

Did participants have an opportunity to give feedback
○ during the the training ○ in a follow up questionnaire ○ both ○ neither

Did the follow up information seem clear and not overwhelming ?
○ Yes ○ No

Did the training achieve what it set out to do ?

Please provide any other details that would help our team give supportive feedback to the speaker

Follow-up Resources