

2021 Teaching & Learning Symposium (TLS) Presenter Information Package

Thank you for agreeing to be a presenter at our first virtual Teaching & Learning Symposium!

Please review this document carefully as it contains:

- [General information for all virtual concurrent sessions](#)
- [Tips for presenting remotely using MS Teams](#)
- [Handout Submission Information \(*optional*\)](#)
- [Lightning Talk Information and Tips for Pre-recorded Videos](#)
- [Inquiry on Teaching & Learning Digital Poster Information](#)
- [Poster Template](#)

Website: www.tls.utoronto.ca

Email: tls@utoronto.ca

INFORMATION FOR ALL PRESENTERS

The below information is relevant to all concurrent sessions:

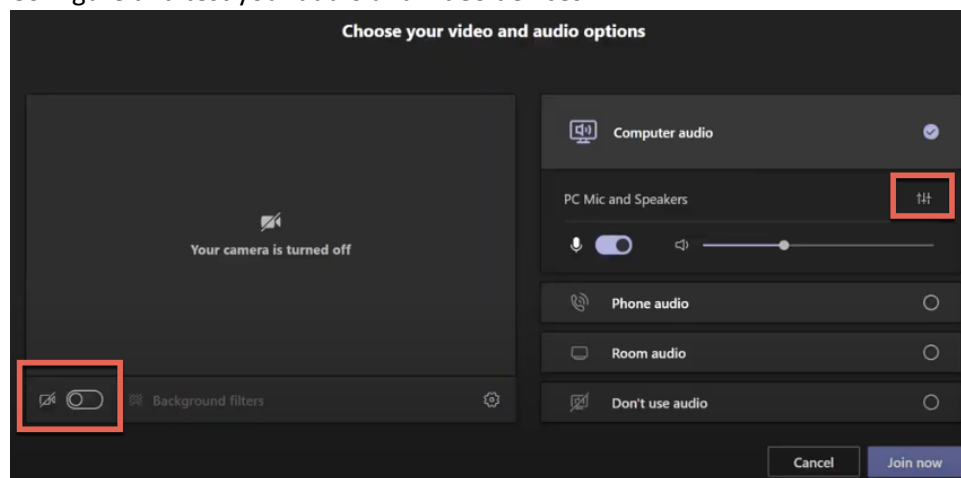
1. *Concurrent sessions will run using MS Teams. Each session will be presented in a unique virtual conference room with its own log-in information. As a session presenter, you will be given the “Presenter” role in the Teams meeting. Only those with this distinction in the session will be able to share content, mute other participants, and remove participants from the meeting.*
2. *Similar to past years, Symposium participants will register for concurrent sessions in advance via the TLS website and EVE registration system.*
3. *A session host will be assigned to each concurrent session. Hosts will contact presenters prior to the conference to review their role and offer to test the technology with the presenters. During the session, hosts will introduce presenters, trouble shoot any technical problems and monitor time.*
4. *During the sessions, presenters may share video, their computer screen, documents, etc. Please see the tips below for presenting remotely using MS Teams Meetings.*
5. *In an attempt to create space for open and safe discussion amongst presenters and participants, concurrent sessions will not be recorded. Presenters are welcome to share their slides, handouts, and/or materials with attendees in advance or following their session (see notes on handouts below).*
6. *Please plan to join your session 15 minutes early in case there are any issues that need to be worked out.*

TIPS FOR PRESENTING REMOTELY USING MS TEAMS

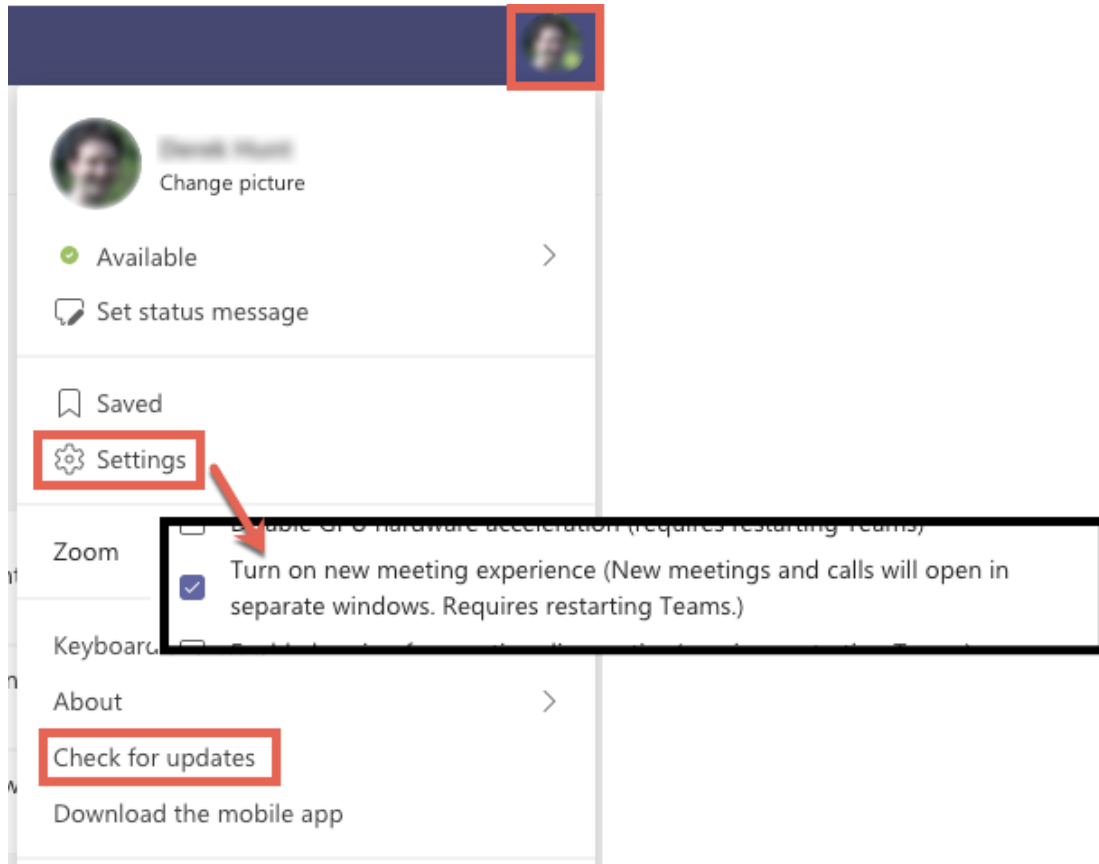
Prepare for your presentation:

If you have not used MS Teams Meetings before as a presenter, please give it a try before your session and test out the features you want to use.

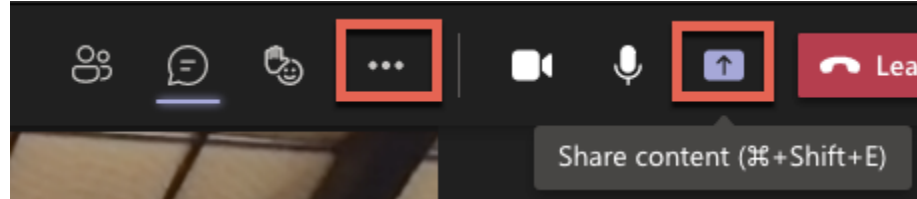
1. [Download the MS Teams client](#) for your computer ([MAC](#) or [PC](#)).
 - Although mobile and web browser versions are available, you will have the best experience as a presenter using the full computer application.
2. Review the basics on [how to join a Microsoft Teams meeting](#) for presenters and participants.
 - Configure and test your audio and video devices.



- Verify that you have [updated to the latest version](#), and that “new meeting experience” is enabled – [Turn on new meeting experience](#).

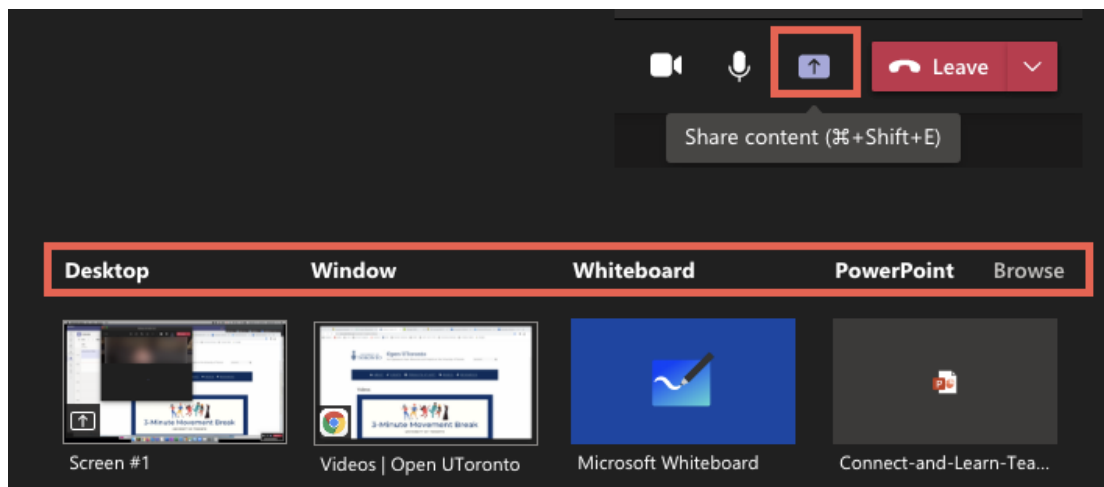


- Follow the [good practices for using Teams from home](#).
 - Check your internet connection from the computer and location that you will be presenting from. Check using the U of T speed test - speedtest.utoronto.ca
 - Even if you have high-speed internet, your computer speed and location in your home can affect your WiFi speed and reliability, and thus the quality of your connection.
 - Try and locate yourself in a quiet space with no background noise.
- Try out MS Teams Meeting as a presenter - [start an instant meeting in Teams](#)
 - Practice the sharing your presentation or computer screen and find the locations for the options and settings you want to use.

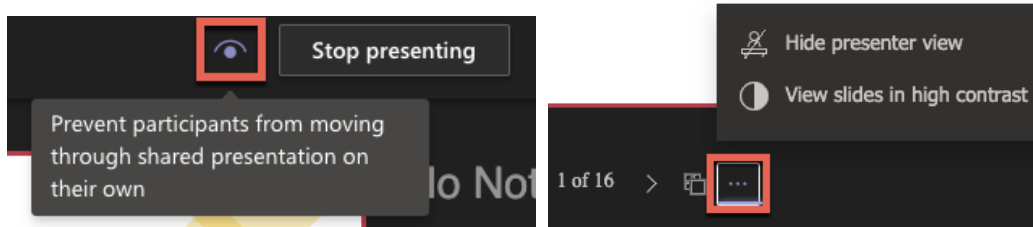


Presentation sharing options:

After selecting the [share content](#) option, you can choose to share:

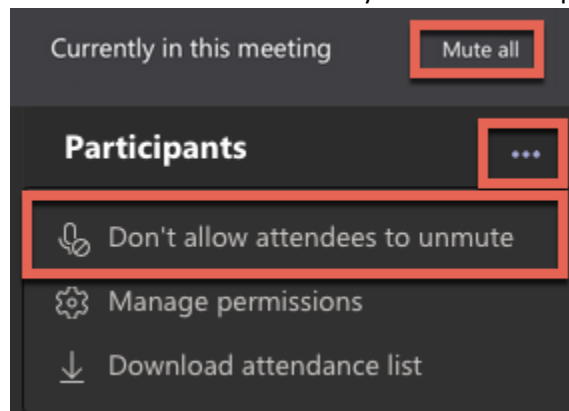


1. **Desktop:** Your entire screen (or a choice of screens if you have multiple monitors). If you choose this option, please remember that everything on your screen will be visible to participants, including pop-up notifications like new email messages. Please remember to close out of any extra programs that you do not want to interrupt your presentation or to be accidentally shown. Sharing your entire desktop screen may be helpful if you are showing/switching between multiple applications.
2. **Window:** A specific application that is already open/running on your computer. This option will not show any other applications running on your computer, even if you actively click on them. You will need to “Share content” again to show a different computer application.
3. **Whiteboard:** This option uses the built-in collaborative whiteboard feature.
4. **PowerPoint:** This option will display any recently opened PowerPoint files or allow you to browse your computer or OneDrive to select a PowerPoint file. Using the built-in [Presenter View in Microsoft Teams meetings](#) will give you the best experience if you are showing a presentation file, especially if you only have a single screen. Presenter View gives you the ability to see your presentation slides and notes, but the participants will only see your presentation – just like in the classroom. You can also choose to see the participant videos and the chat at the same time you present, along with other PowerPoint presentation mode options:

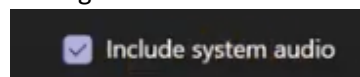


Additional tools and features:

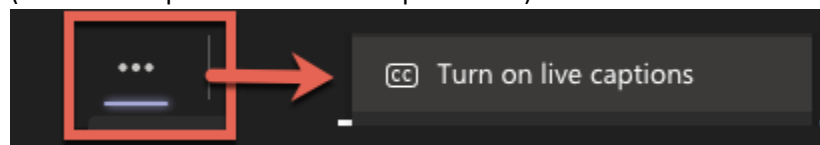
- How to [mute all attendees and allow attendees to unmute in Microsoft Teams meetings](#)
 - Before getting into your presentation, you might want to mute all participants just in case someone has accidentally left their microphone turned on.



- How to [Share System Audio in Microsoft Teams](#)
 - If presentation or screen sharing will include video or sounds, remember to activate this setting.



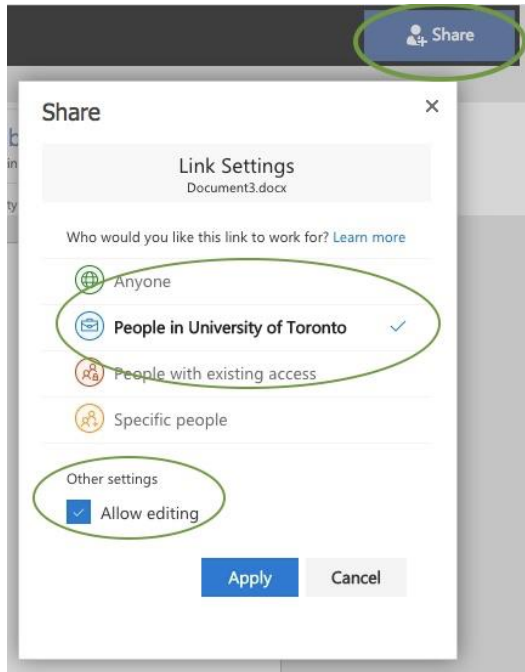
- How to [use Live Captions in Microsoft Teams](#)
 - Although you may not want captions turned on for yourself during your presentation, please inform participants of your session they can enable live captions for themselves. (instructions provided in the template slide)



Optional features to engage with your audience:

- You can ask participants to enter responses in the chat.
- You can solicit “live reactions” - [Express yourself in Teams meetings with live reactions](#)

- Create a Poll - [use built-in Polls in Microsoft Teams meetings](#)
- [Collaborate on a shared document](#) using OneDrive.
 - Create/open a Word document in your OneDrive, select “Share” and remember to choose “People in the University of Toronto” and “Allow editing” to generate a share link. Keep/copy the URL and paste/share with participants in the Teams Meeting chat.
- ***NOTE: Breakout groups will not be available for any concurrent sessions***



For more in-depth information for using MS Teams, view the [Connect+Learn recorded workshops](#):

- [Teams Presentation Skills](#)
- [Best Practices for Teams Presentations](#)
- [Captioning and Microsoft Teams](#)
- [Microsoft Teams: Tips and Tricks for Successful Presentations](#)

INFORMATION FOR OPTIONAL HANDOUTS

Handout Submission Information (optional)

Handouts and supplemental information are not required for any of the concurrent sessions; however, should presenters wish to share additional material with participants, we can upload files to TLS website and make them available for participant download. Please note that the website is protected by UTORid so only those within the U of T community will have access to the material.

- To submit your handouts:
 - Please email handouts to tls@utoronto.ca
 - When sending your file, please adhere to the naming convention as follows:
Lastname_TLS2021_ProposalFormat (e.g., Gordon_2021_LightningTalk_Nifty Assignment)
 - Handouts due: April 29, 2021

Alternatively, participants may share materials with participants live, *during* their session by:

- Uploading their file to OneDrive and sharing the document or sharing a link to the document in the MS Teams chat

LIGHTNING TALK INFORMATION & VIDEO GUIDELINES

Three Lightning Talks will be presented within a TLS 45-min concurrent session. Each presenter will have a total of 10 minutes to present – this includes a 5-minute overview of their nifty assignment/teaching strategy/effective online tool or practice and 5-minutes for Q & A.

Pre-recorded videos

We kindly ask that videos be up to 5 minutes in length and submitted to CTSI by April 19th.

New this year is the addition of a 3-5-minute pre-recorded video of your topic which is to be viewed asynchronously by participants ahead of the live session. The videos are meant to provide a big picture overview of the nifty assignment/teaching strategy/effective online tool and address questions such as:

- What is your nifty assignment/teaching strategy/effective online tool?
- What is the problem, issue, or question it addresses?
- Why is your nifty assignment/teaching strategy/effective online tool relevant or important?
- What are some possible connections or extensions of your nifty assignment/teaching strategy/effective online tool? How could this work connect with broader disciplinary or institutional conversations?

Overview

Presenters will pre-record a short video introducing themselves and their strategy/assessment/tool. Videos will be posted on the Symposium website and viewed by participants asynchronously prior to the session. In the live 45-minute session, presenters can quickly summarize their “lightning” strategy/assessment/tool, highlighting its impact, and then facilitate a 5-minute question-and-answer discussion.

The following guidelines and best practices are intended to help participants produce a basic video recording with readily available tools. We kindly ask that videos be a maximum **5 minutes** in length and submitted to CTSI by **April 19th**.

What do I need to record a video?

A **webcam** or **phone camera** and video software. User-friendly software, such as **Snagit**, will allow you to record video and perform basic edits with ease. A free download of Snagit is available [here](#).

Quick tip: If opting to use a **phone** for your recording, a **tripod** will prove essential.

Before You Begin

1. Prepare an outline of your video content:
 - o Dividing your talking points into chunks allows you to pause between points, making editing easier later.
2. Rehearse your content to ensure the recording will fall within the **5-minute** range.
3. Consider **background, lighting,** and **sound** when choosing a potential recording location:

- o Choose an area with an uncluttered background – your audience should be focused on *you*.
 - o Ensure you are well-lit from the front (e.g., recording in front of a bright window/light source).
 - o Choose a quiet area to avoid potential background noise.
4. Familiarize yourself with your recording hardware (**webcam**, **phone**, etc.) and software (**Snagit**, etc.) before shooting your video.

Quick tip: *Audio is 50% of video*, as they say, so it is vital your voice is loud and clear. You can also opt to use a **headphone mic** or **external mic** to improve audio quality.

Video Formats

Below are descriptions and examples of two common video formats you can choose from:

Talking Head:

- Talking to the camera, either directly to it or slightly to the side. Please find examples below:
 - o **Directly**
 - o **Slightly to the side (interview style)**

Quick tip: Reading from offscreen notes during your recording will impact how you may want to address the audience (camera).

- If you choose the **talking head** format, you should consider the following:
 - i. **Framing:**
 1. If speaking directly to the camera, you should frame yourself in the centre of the shot.
 2. If looking slightly to the side, try implementing the **Rule of Thirds** to create a more dynamic composition when framing yourself.
 3. Your face should be **above** the centre of the frame.
 4. If recording with a **phone**, please record in landscape mode (horizontal orientation).
 - ii. **Distance from camera:**
 1. In a typical **talking head** video, the speaker is framed in a **medium-close up**.
 - iii. **Clothing:**
 1. Solid colours generally work best on camera (avoid small patterns that can be difficult for the camera to pick up).

Screen Recording:

- Audio narration synchronized with recorded on-screen content, such as a slide presentation. Please click **here** for an example.
- If you choose the **screen recording** format, consider the content and sizing of your slides as well as the timing of your audio narration – Are the slides too busy? Is the text legible? Is the audio narration synchronized with what is onscreen?

Recording Your Video

1. Remember to consider **background**, **lighting**, and **sound**.
2. Set up your recording equipment (**phone**, **tripod**, **mic**, etc.) or open your recording software (**Snagit**, etc.) and **webcam**.
3. Frame yourself in the shot, if necessary.
4. Most importantly, have fun with it and don't be afraid to show off your personality!
5. When you're ready, hit the **record** button.

Please click [here](#) for more detailed instructions on recording a video in **Snagit**.

Quick tip: Give yourself ample time and don't feel pressure to complete the recording in one take. Frequent pauses, stops, and re-starts are typical of a video session, so give yourself sufficient time when recording a **5-minute** video.

Editing

Once you've completed your recording, light edits will be required. With **Snagit**, you can easily trim the ends of your video and cut out unnecessary segments. If you recorded with your **phone**, simply send yourself the footage (via OneDrive, Dropbox, etc.), download it to your desktop, and drag it into the editor pane.

Please click [here](#) for more detailed instructions on editing your footage in Snagit.

Exporting

Once editing is complete, you can export your video as an **MP4** and save to your desktop for easy access. To save your video to your computer from Snagit, choose the File option in the Share menu. From there you can choose the file destination and type.

Sharing with CTSI

Now that you have successfully exported your video, you can share it with CTSI via **MS One Drive**. Please follow this file naming format: **Lastname_Firstname_video.mp4**. Detailed sharing instructions will be provided closer to the video due date (**April 19th**).

Once we receive your video, we will:

- Assess accessibility (add closed captioning, check colour contrast ratios, etc.).
- Assess audio quality.
- Add opening and closing title bumpers.
- Create a thumbnail image for display.
- Provide feedback if necessary.

Video Production/Q&A Webinar

A video production webinar and Q&A session will be hosted on **April 7th, 2021** from **1PM-2pm**, to address any questions or concerns you may have about the video production process. You can register for the session by clicking [here](#).

Contact

If you have any questions or concerns involving any aspect of the video production process, please feel free to contact the Video Production Assistant (VPA) at wes.adams@utoronto.ca.

INQUIRY ON TEACHING & LEARNING DIGITAL POSTER INFORMATION

Two posters will be presented within each Teaching & Learning Symposium (TLS) 45-minute concurrent session. Each presenter will have 20-minutes to share a teaching and learning-focused inquiry project (15-minute presentation followed by 5-minute discussion).

Each concurrent session will exist on a unique page of the TLS website. Poster session webpages will contain information about the poster/authors, the digital posters, optional supplemental links/resources, and an asynchronous chat where participants may ask questions and comments about the works presented. Poster authors are asked to periodically check their poster webpage over the course of the symposium to respond to any chat messages. Please note your digital poster will be displayed during the whole virtual conference on the TLS website.

Please submit your poster file by April 19th, 2021.

Poster Specifications

For this year's Teaching & Learning Symposium (TLS), we're inviting **digital poster** submissions. Posters should have the following format:

- Landscape orientation
- 64 cm width x 40 cm height (16:10)
- Minimum 26 pt font
- Maximum file size 10 Mb
- PPTX file format
- Filename: Lastname_Firstname_poster.pptx (rename with your name)

Please use PowerPoint for poster creation—files will be exported for web display by the TLS team. We recommend using **no custom fonts** to ensure that your poster displays accurately. If you have prepared a poster using other software, please contact us (below).

Design Tips

We've provided an example in PowerPoint that demonstrates a simple design, which you can use as a base for your poster. Here are a few design tips adapted from [Hess et al.](#) to consider:

- Use column format and organization cues to guide readers through your poster; use "reader gravity" which pulls the eye from top to bottom and left to right (Wheildon 1995).
- Minimize text and focus on the main message. You can provide further details in your video.
- Include a sufficient amount of white space around text boxes, images and figures.
- Keep text elements to 50 words or fewer.

- Use phrases rather than full sentences.
- Use an active voice (e.g., “we examine”).
- Avoid jargon.
- Use headings to summarize your work in large letters. A reader should be able to get the main points from the headings alone.
- Left-justify text; avoid centering and right-justifying text.
- Use a serif font (e.g., Times) for most text - easier to read.
- Sans-serif font (e.g., Helvetica) preferred for titles and headings
- Use colour to attract attention, organize, and emphasize (e.g., use a light color background and dark colour letters for contrast; avoid dark backgrounds with light letters; use a theme of 2 or 3 colours).

All of these tips apply for virtual as well as face-to-face poster sessions. Given the online format, compress any large images to stay within the file size limit. Read [here](#) for additional poster design tips.

Sharing with CTSI

Now that you have saved your PowerPoint file, you can share it with CTSI via **MS OneDrive**. Detailed sharing instructions will be provided closer to the poster due date.

Once we receive your poster, we will:

- Assess accessibility (colour contrast ratios, etc.)
- Save as a PDF at the appropriate resolution.

We will contact you if any significant changes are recommended.

Contact

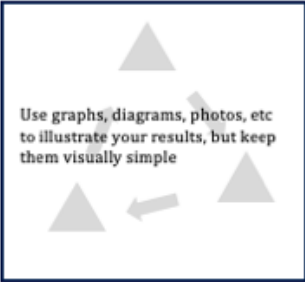
If you have any questions or concerns related to poster creation, please contact CTSI Faculty Liaison Kyle Turner at kyle.turner@utoronto.ca.

Thank you!

TLS DIGITAL POSTER TEMPLATE

(see email attachment for editable document)

Title: Keep it Simple, But Reference Your Conclusion
 First Author¹, Second Author¹, Third Author²
¹Author Affiliation, ²Author Affiliation

<p>Introduction</p> <ul style="list-style-type: none"> Keep your background information concise and focus on general interest—this is your chance to keep someone reading In the poster body, stick to 26 pt font as a minimum. Serif fonts are recommended for body text, and sans serif for headers. Left-justify text. <p>Methods</p> <ul style="list-style-type: none"> Describe your methods in general terms—focus on what’s necessary to understand your results Consider a diagram to display your methods visually Stick to a simple colour scheme. To create an accessible poster, use dark fonts on a light background for most of the poster. Be aware of colour distinctions that may not be visible to viewers with colour blindness. 	<p>Results</p> <ul style="list-style-type: none"> Describe the main findings from your study Focus on which aspects of your project you want to share here. You can link out to additional results if necessary. Remember to keep points concise Use an active voice (e.g. “we found”) Avoid jargon—most of your audience will come from outside your discipline Feel free to resize and move sections as needed We recommend sticking to a simple, column-based format Use white space to separate sections. If you do add a lot of content, consider using boxes to keep sections distinct. 	<div style="border: 1px solid black; padding: 10px; text-align: center; margin-bottom: 10px;">  </div> <p>Figure 1. Describe the point of the figure, and any relevant method/statistical details</p> <p>Discussion</p> <ul style="list-style-type: none"> Avoid restating results Summarize main conclusions—think in terms of ‘take-aways’ Put your findings in context Point to possible future directions <p>References</p> <ul style="list-style-type: none"> Include any references mentioned in the text <p>Additional Sections</p> <ul style="list-style-type: none"> Consider an Acknowledgments section for contributors to this project not on the authors list You may alternatively include a “Contacts” or “Follow-Up” section with links to more information (e.g. faculty profile page).
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