

SPEAKER INFORMATION

Thank you for serving as a speaker at the 2021 synod convention. In this document is information you need to know as you prepare to present to the delegates. Please note: Most delegates this year are participating virtually and will be watching your presentation via a livestream. This may make it more difficult for them to view and read your slides when you present.

The synod convention will be paperless. This means we will not be using a binder for paper resources, presentations, and materials. Instead delegates will have access to a [Delegate Online Resource Center](#) [password: herewestand2021!] through the entirety of the convention.

As a speaker for the convention, you have the following options for sharing your presentation with convention delegates on the Delegate Online Resource Center:

- **Have delegates follow along with your presentation as you present it.** A PDF of your presentation will be uploaded ahead of time so they can follow along on their screens while you present.
- **Include extra resources in the delegate resource center for delegates to access while you present.** These PDFs could include live links to specific URLs, etc., to provide delegates additional information as you present.
- **Provide a PDF for delegates after you present.** If you would prefer NOT to have delegates follow along on their screens while you present, we will upload a PDF version of your presentation immediately after you finish presenting.

Please indicate on your speaker form which option(s) you prefer.

All presentation PDFs also will be uploaded to the WELS public [synod convention website](#) after they are presented. Any extra resources will NOT be made available on the WELS public synod convention website.

Since delegates are asked to report back to their congregations on what happened at convention, Communication Services will be sending a broadcast after the convention has ended to all delegates that will include links to the PowerPoint presentations and any extra information speakers wish to share. In the past, a few presenters have wanted to add “notes” or change their personal notes in their PowerPoint presentations to make it more useful for delegates to pick and choose slides from multiple presentations as they report to their congregations. If you would like to provide a different presentation for delegates to use as they report to their congregations, please submit it to Ann Jahns, ann.jahns@wels.net, no later than **Friday, July 30**, so we can send out the broadcast the following week.

POWERPOINT FORMATTING REQUIREMENTS

If you are using slides during your presentation, please use the prepared PowerPoint template.

[DOWNLOAD POWERPOINT TEMPLATE](#)

When creating your PowerPoint, please be conscious of the font and type sizes you use. Because of lighting in the gymnasium as well as the resolution with LCD projection, use the provided font in the established template (Arial), and keep type sizes as large as possible (28-48). Do not put too many words on one slide, even if you are listing bullet points. When including images, please use size 3000px x 1688px; 72-300 dpi resolution. Horizontal and colorful artwork and images work best.

If you are providing a PDF or other resources for inclusion in the Delegate Online Resource Center, please note that any URLs included in your resources can be active links for delegates to follow as you present.

Please do not embed videos in your slides. Rather send videos as separate files and reference them in your PowerPoint. The A/V staff will follow along and play your videos when you reach those points in your presentation.

The WELS Communication Services Team will be reviewing and proofreading your PowerPoint presentation and extra online resources. We will contact you with any questions/concerns.

POWERPOINT SUBMISSION INSTRUCTIONS

All PowerPoint presentations and any extra resources for the delegates should be e-mailed to Ann Jahns in Communication Services, ann.jahns@wels.net, by **Friday, July 9**. We will display your PowerPoint presentation during your address from a master computer, not your personal laptop. You will have a monitor and a wireless remote to advance the slides.

When you submit your presentation and any extra resources, please note in the body of your e-mail what files you are attaching to the e-mail.

Please follow these **Naming Standards**:

POWERPOINT PRESENTATIONS or extra PDF resources:

your last name, first initial, and a short description:

EXAMPLE: SchroederMPresidentsMessage

VIDEOS:

your last name - slide number to be played at - topic of video:

EXAMPLE: Schultz-Slide4-Haiti

Be sure to bring a backup of your presentation and extra resources on a flash drive or external storage device to the convention.

SPEAKER SET-UP

Please plan to meet with the A/V staff in the back of the LPS gymnasium during the break leading up to your scheduled presentation so that you can review your technology needs and test sound.

QUESTIONS?

Contact Ann Jahns from Communication Services at ann.jahns@wels.net with questions.

- I have technical questions about the PowerPoint presentation or the template.
- My presentation or videos are too large to e-mail.
- I have changes to my PowerPoint presentation after I submitted it.
- I have concerns with my presentation being shared publicly online.

SPEAKER CHECKLIST:

- ✓ Complete and return the Speaker Requirement Form as soon as possible (no later than **June 7**).
- ✓ E-mail your PowerPoint presentation by **July 9**.
- ✓ Submit any extra content to be included in the Delegate Online Resource Center by **July 9**.
- ✓ Bring a backup of your presentation to the convention.