

Speaking at Tech Events for Beginners

Introduction

Want to start speaking at tech events, but not sure where to start? Then this is the workshop for you! Our community needs new speakers, and we want to help you become one of them.

This hands-on, collaborative workshop will take you through the entire process of speaking at tech events including:

- Brainstorming Ideas
- Writing a Proposal
- Outlining a Talk
- Developing Good Slides
- Practicing Your Talk
- Presenting Your Talk

We will practice with very short presentations called “lightning talks.” Today’s talks are 3 minutes long.

Before We Get Started

This workshop will be a beginner-friendly place where you can feel safe working on and practicing a talk, even if you have never done it before.

NerdLab YYC’s Code of Conduct

<http://nerdlabyyc.com/code-of-conduct>

Constructive Feedback

- What you did
- The impact
- How you can improve

Contact Info for Issues

- Heather Tovey – heather@htovey.com
- NerdLab YYC – nerdlabyyc@gmail.com

Speaking at Tech Events for Beginners

My Team

You will work together on a small team and support each other. Use this page to keep track of your teammates and general notes that will help you support them with their goals.

1. Name:
Notes:

2. Name:
Notes:

3. Name:
Notes:

4. Name:
Notes:

Speaking at Tech Events for Beginners

Tech Setup

Sharing Information

Today, you will be working in groups and need an easy way to share information with one another. We will be using Google Drive for this purpose. Materials and group folders can be found at the URL below.

(url goes here)

You may need to click the “**Add to Drive**” button and then the “**Open Drive**” button to see inside. Check and make sure that you can see the following 3 folders:

- Proposals
- Outlines
- Slides

If you are unable to use Google Drive or cannot see the 3 folders, please let me know ASAP.

Presentations

The class will be giving presentations at the end of the day. You should use whatever presentation software is most comfortable for you.

You will be presenting your talks on my computer. If you plan on using presentation software that is not Keynote, PowerPoint, LibreOffice Impress, or web-based, please let me know ASAP.

Time Matters

The activities today will all be time sensitive. Make sure you keep track of the time, so you are able to finish everything.

Speaking at Tech Events for Beginners

Brainstorm Ideas

Before you get started, you need an idea. Brainstorm some ideas using the prompts below.

Keep in mind that your final topic has to fit into a 3-minute talk.

Things you work on a lot (e.g. what you do at work, subjects you study at school):

Things you work on sometimes (e.g. side project, open source work):

Topics you're excited about:

Topics you wish more people talked about:

Other ideas:

Speaking at Tech Events for Beginners

Write Your Proposal

- This is a good time to start working on your computer. Type your proposal instead of writing it here.
- Group folders can be found at (url goes here)
- Use your name in the file name, so it is identifiable
(e.g. *FirstName_LastName - Proposal*)
- Keep in mind that your talk is only 3 minutes long.

Talk Title: Be short and descriptive.

Talk Description:

- What is the talk about?
- Why is it important?
- What will people get out of it?
- Who is the target audience?

Speaking at Tech Events for Beginners

Proposal Examples:

Example 1:

Title: Tools to Make Your Website More Accessible

Description:

285 million people worldwide cannot access all of the content on a website due to a disability. Don't you want everyone to have access to the content you're creating? Find out how to make your website more accessible with a few easy-to-use tools and suggestions. Learn about choosing colors and performing accessibility audits.

Example 2 (http://www.oreilly.com/conferences/sample_proposals.html):

Title: How Draw Something Absorbed 50 Million New Users, in 50 Days, With Zero App Downtime

Description: OMGPOP's Draw Something broke all records when it went viral, skyrocketing to more than 50 million downloads and billions of drawings within a few weeks of launch—with no downtime. This session highlights the application architecture and data management technology that enabled this growth, and provides a real-time data management model for developers of any interactive web application.

Example 3 (http://www.oreilly.com/conferences/sample_proposals.html):

Title: Designing Data Visualizations Workshop

Description: This workshop is a jumpstart lesson on how to get from a blank page and a pile of data to a useful data visualization. We'll focus on the design process, not specific tools. Bring your sample data and paper or a laptop; leave with new visualization ideas.

Speaking at Tech Events for Beginners

Write Your Outline

Continue working in your group folder. Use your name in the file name, so it is identifiable (e.g. *FirstName_LastName - Outline*).

Keep in mind that you're only speaking for 3 minutes. Don't try to cram in too much.

Introduction

Set the stage for your talk. Welcome the audience, and tell them why your talk is important for them.

Topic/Point 1:

First high-level topic.

Topic/Point 2:

Second high-level topic.

Topic/Point 3 (optional):

Third high-level topic.

Conclusion

Tie things up. Offer a Call-to-Action. What should your audience do when they leave your talk?

Speaking at Tech Events for Beginners

Outline Example

Introduction:

285 million people worldwide cannot access all of the content on a website due to a disability. That's a lot of people that may be unable to see the content that you're creating. If you want more people to see what you're creating, it's important to make sure that your website is accessible. So let me show you a few easy-to-use tools that can help you.

2 High-Level Points:

- Contrast/Ratio Tool
 - Easy-to-use and quick.
 - Shows you contrast ratio of colors.
 - The higher the ratio, the easier it is for anyone to see your content.
- Accessibility Audit Tool
 - Full-featured accessibility audit of your website
 - Shows you errors and warnings so you can fix them
 - Just one press of a button

Conclusion:

With just a little bit of extra time using these tools on your website, you can make the content you're creating accessible to everyone.

Speaking at Tech Events for Beginners

Create Your Slides

1. Move to working in a presentation program you are comfortable with. Below are some suggestions:
 - Google Slides
 - Keynote
 - LibreOffice Impress
 - PowerPoint
 - Reveal.js

Note: You will be presenting on my laptop. I recommend sticking with some common fonts, so it looks the same when you give your presentation (or export as PDF).

2. Start by creating slides to match your outline. It will probably look something like this.

Title by Author Name	Introduction	Topic/ Point1	Topic/ Point2
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Topic/ Point 3	Conclusion	Thank you! @myname hi@myname.com myname.com	Attribution, References, etc.
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3. Next, add content to flesh out the sections. Remember your talk is only 3 minutes.
4. Leave the shiny stuff for the end. Content is the most important part.
5. Check for readability. Is the text big enough?
6. If you have time, make your slides pretty. Add some colours and styling. Add some creative commons imagery from the Noun Project, thenounproject.com, or Flickr, flickr.com (use the All Creative Commons filter). Make sure to provide attribution.

Speaking at Tech Events for Beginners

Practice Your Talk

Time to practice your talk to become more familiar with the content and make sure it fits into your 3-minute time slot. Time yourself each time and take some notes on what you should improve.

Before time runs out, upload your slides to the final presentation folder in your group folder.

Practice 1

How long was the talk?

Notes:

Practice 2

How long was the talk?

Notes:

UPLOAD YOUR SLIDES NOW!

Practice 3

How long was the talk?

Notes:

Practice 4 (if time allows)

How long was the talk?

Notes: