Speaking at Tech Events for Beginners Worksheet

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 a tech event including:

• Brainstorming ideas
• Writing a proposal
• Outlining a talk
• Developing good slides
• Presenting your talk

We will practice with very short presentations called "lightning talks." Today's talks are 3 mins.

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.

Ground Rules

<insert code of conduct or anti-harassment policy for your group>

Working Agreement

The first three of these are from the Hacker School User's Manual Social Rules.
● No feigning surprise
● No well-actually's
● No backseat-driving
● Be constructive & helpful

Constructive Feedback

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

Contact Info for Issues

<insert contact information here>

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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.

<insert sharing url here>

If you are unable to use Google Drive, 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. We will be presenting the talks on my computer to cut down on setup time.

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.

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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:

5. **Name:**
   Notes:

6. **Name:**
   Notes:

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Brainstorming

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, subject you study at school):

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

Topics you are excited about:

Topics you wish more people talked about:

Other ideas:

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Proposal

This is a good time to start working on your computer, so you can type.
Group folders can be found at <group folder location>
Use your name in the file name, so it is identifiable.

Keep in mind that your talk is only 3 minutes long.

Talk Title
Be short and descriptive.

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

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Outline

Continue working in your group folder. Use your name in the file name, so it is identifiable.

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.

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.

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Slides

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 using my computer. I recommend sticking with some common fonts, so it looks the same on my computer.

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

Title by Author Name	Introduction	Topic/Point 1	Topic/Point 2

Topic/Point 3	Conclusion	Thank you! @myname hi@myname.com myname.com	Attribution, References, etc.

Next, add content to flesh out the sections. *Remember your talk is only 3 minutes.*

Leave the shiny stuff for the end. Content is the most important part.

Check for readability. Is the text big enough?

If you have time, make your slides pretty. Add some colors and styling. Add some creative commons imagery from the Noun Project or Flickr (make sure to attribute creators).

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Practice

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: