

Instructor Guidelines

- Logging into Zoom, please indicate you are a speaker and you must also include full first and full last name per the registration page. For example, Speaker Eileen (is my full first name) Sitte (is my full last name). This will help staff identify who the speakers are for the day.
- NGA will send you Zoom links by Tuesday, June 2nd. Please know your session date and time.
- Make sure the presentation content matches the description on the instructor sheet or Course Booklet. Your presentation should not be a sales pitch for your organization.

To View the Student Course Booklet - [CLICK HERE](#)

- Carefully budget your presentation time, allowing time during and after the presentation for questions. Questions need to be address by the instructor. Do you want to keep everyone muted until the end? Then you will open the microphones for questions. Questions can also be asked via the Zoom chat function. The monitor will read all questions to the instructor.
- Who is your audience; Structure your presentation in a context that the audience can relate to, especially those who are not familiar with your topic.
- Keep it simple. Less is more and that includes the use of too many slides.
- Use easily read fonts (20 points or greater and appropriate color), so the entire room/Zoom screen can see it.
- Click the links below to watch several short videos that can be found on NGA's GOS webpage. The videos provide important facts to consider when developing a presentation and delivering it.
- Send your electronic presentation to the NGA Gas Operations School Committee member that is working with you by **May 28, 2020**.
 - [●Preparing the presentation \(11 MB, MP4 video\)](#)
 - [●Body posture \(7 MB, MP4 video\)](#)
 - [●Engaging the audience \(14 MB, MP4 video\)](#)