

# WBECs 2017

## Details for Presenters

7TH WORLD BUSINESS AND EXECUTIVE COACH SUMMIT 2017

### **Creating Your Presentation**

- As you already know, the event is completely Pitch-Free. Having your logo on the first slide is fine, but beyond this it would be great if you could leave out any external calls to action.

Make your presentation slides smart, stylish and clear.

- We encourage you to use Handouts and Polls in your sessions to make your presentation more interactive with the audience.
  - Handouts are PDFs that your audience can download and will contain information and graphics to aid or enhance their learning.
  - Polls are questions you can ask your audience to find out more about them, or what their opinion of something is. There are two types of Poll available: The first is single answer where attendees will only be able to select one answer, The other is multiple choice, where users will be able to select multiple answers.
- At the end of your presentation, please create a final slide with a link to your custom page ([www.wbecs.com/wbecs2017/presenter/firstname-lastname/](http://www.wbecs.com/wbecs2017/presenter/firstname-lastname/)) and with the details of your Full-Summit presentation (date, time, title of your presentation). During the Q&A section this slide will remain visible for the participants to see. We will also send people to your custom page to get more information about you.

## Before Your Session

As soon as possible or **NO LATER THAN 48 HOURS BEFORE YOUR SESSION**, please send us:

- Your presentation in PowerPoint format.
- Any Polling questions (and their answer) you wish to ask
- Any Handouts (in PDF Format) you wish to give out

## On the Day of Your Session

- Please REBOOT your computer to clear out any unnecessary processes
- Please arrive 30 MINUTES before your session to meet your WBECS host in the green room and get everything set up
- Have your SLIDES OPEN on your computer desktop, preferably in presentation mode (so no menus are visible)
- Have all windows closed and notifications off

## Starting up your Webinar

We are using a Webinar program called Zoom. Please click the links below to see the instructions on how to join your webinar.

**Click here to access the instructions if using a MAC**

<https://docs.google.com/document/d/1cFMGUj8dMo2D4PvmEieAjpV8bUvR0rjE6jQqp9ynmn0/edit>

**Click here to access the instructions if using a PC**

<https://docs.google.com/document/d/1Ra5eNUEzDxSjY9-2ptBqS18bDjCTEHNSRbK8TOxbOus/edit>

## After Your Session

We will be hosting Implementation Mastery (IM) Sessions after some of our Webinars. These sessions are small virtual networking tables where groups of attendees can 'gather' to discuss the sessions and share ideas and opinions about the speaker's content.

If we host an IM Session for your webinar, we would LOVE it if you were able to join. The IM Sessions are hosted by WBECS volunteers. They start 15 minutes after the main webinar finishes and can last up to one hour.

If we host an IM session for your webinar and you are able to join our coaches in there (you could literally 'pop in' for ten minutes or you could join the conversation and stay for an hour) please let your host know and we'll make sure you are setup to enter the IM Session.

**Thank you for helping make this year's WBECS Summit the greatest yet! Together we are raising the standard of the professional coaching industry and influencing great change. The WBECS team is grateful for your participation.**

**For any further assistance please contact Beth at:**

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