

## Literacy and Learning Symposium

### Presenter Guide



Congratulations! Your session submission was selected for the Literacy and Learning Symposium 2026!

We want to support your success! We have created this guide and have some optional coaching available to help you as you prepare for your session. We hope you will make use of these supports and the proven tips for delivering a successful presentation at Symposium. The most important thing to keep in mind: **Symposium attendees are looking for practical and engaging sessions.**

#### Engagement Strategies

Think beyond your topic. Plan how your audience will connect with you, relate to your content and apply what they learn.

To engage your audience:

- Tell your story
- Stick to your core message
- Activate your audience
- Appeal to your audience with a variety of interactive activities
- Connect content to participants' lives

#### Here are a few key strategies for achieving these goals:

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**Plan ahead:**

- Know your material well enough to be conversational - don't give a speech.
- Harness the power of story.
  - Relate a relevant personal anecdote.
  - Present as a narrative with a beginning, middle, and end.
- Have slides and any handouts ready and send to [pdevents@calp.ca](mailto:pdevents@calp.ca) by **Wednesday, April 15, 2026**.
- Confirm audio availability for your session room if you plan to share video/audio. Contact [pdevents@calp.ca](mailto:pdevents@calp.ca) to confirm.
- Make direct connections to adult learning environments. How will participants use your ideas in their work?
- Plan for the audience size and set-up you requested.
- Plan for the unexpected. Practice being agile and have a back-up plan.

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Use variety:

- Mix it up! Use variety in presenting information – lecturing, slideshows, polls, flipcharts, reflections, readings, discussions...
- Where appropriate, use multimedia (images, music, brief videos, memes, etc.) to help tell your story.
- Consider small group discussions for the purpose of extending or building learning together (Think/Pair/Share, brainstorms, discussing a well-designed prompt). Invite feedback from groups and connect it to your key point(s).
- Repeat yourself. State your point, explain your point, summarize your point.

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Make it  
interactive:

- Plan to connect with your audience right from the start.
  - Refer to a shared experience (make a connection to the conference theme, a previous speaker, etc.).
  - Tell a relevant anecdote or joke.
  - Share a quote from an interesting person or an expert on the subject you're presenting.
  - Kick off with a question to gauge what the audience knows about your topic.
- **Build in points of interaction:** Incorporate activities that allow participants to immediately apply/discuss/analyze what they've learned.
- Explain, demonstrate or discuss how to apply new skills/knowledge to adult learning settings. Even better – give participants a chance to practice!

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Don't forget:

- Enthusiasm is contagious! If you want your audience to be excited about your topic, then show your enthusiasm for it.
- Practice presenting your content to colleagues, friends, or family.
- Make time for Q&A!
- Remember to have fun!

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Attend  
Symposium  
Presenters'  
Walk-In  
Workshop

Join our optional informal prep session designed just for Symposium presenters. Get tips, advice, and feedback on your session design from CLN staff. Bring your questions and leave with fresh ideas for a standout presentation!

**Date:** Friday, February 27, 2026, from 12:00-1:00 p.m.

For more information, please refer to the Symposium Presenters page on the CALP portal [here](#).

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