



### **Top Tips for Preparing and Delivering Parallel Sessions**

**5<sup>TH</sup> Biennial Global Implementation Conference Glasgow, Scotland**

**Scottish Event Campus – September 16-17, 2019**

***Congratulations*** on your acceptance to present at the 2019 Global Implementation Conference in Glasgow, Scotland!

Remember that each interactive session will run for 1.5 hours. These sessions are intended to highlight a core implementation-related topic that will be used to inform the facilitated interaction between delegates. The session will comprise a shared presentation or two very short presentations, along with a facilitated process with supporting materials to engage a group of delegates (between 30 and 50) in dialogue and discussion (e.g. informed by [World Café](#), ‘the [Solution Room](#)’, etc.) to develop their implementation skills and knowledge by engaging with the content and process.

- You may find it helpful to keep in mind and integrate some of the [practices](#) that can support participant engagement and learning into your plan and materials:
- Ask participants *why* learning about your topic is important to them and why they have sought out this topic *at this time* in their careers.
- Use varying methods to engage *different learning styles*, including visual, auditory, and tactile.
- Make sure your session is *experiential* by having attendees participate actively with implementation problems and solutions.
- Provide *examples* to illustrate your key points, and share your own experiences and reflections.
- Be positive, and encourage engagement during the session.
- Offer opportunities to *follow up* after the session and *resources* that are available to learn more.

If you aren’t as confident as you would like to be as a presenter, be sure to practice your session in front of colleagues or friends in advance. When you feel comfortable with the material, you will likely engage more with the audience and rely less on written presentation materials. Ask for feedback to make sure you are clear and that your content and presentation format are engaging for participants, who are coming from different countries across the world. If you want to test out their ideas and/or materials, the implementation specialists who have been identified as available to support you will be willing to provide support and feedback.

**We thank you for strengthening the opportunity for exchange and collaboration at the Global Implementation Conference 2019!**

If you have any immediate questions or queries, please contact the implementation specialist who has been assigned to support you, Fiona Mitchell [Fiona.mitchell@strath.ac.uk](mailto:Fiona.mitchell@strath.ac.uk), or Melissa Van Dyke [Melissa.van-dyke@strath.ac.uk](mailto:Melissa.van-dyke@strath.ac.uk).