



The 16th Annual
Back to Basics
Workshop Presenter Guidelines
January 22 – February 25, 2022
Co-hosted by Pine River-Backus Schools
401 Murray Ave., Pine River, MN

The following guidelines will ensure everything runs smoothly and make this year's virtual and in-person Back to Basics workshops another success!

If you have any questions or concerns, please contact us at b2b@happydancingturtle.org or 218-587-2303.

All Workshops:

Solicitation: As a presenter, you are informed about many aspects of your topic and may have experience with specific products, tools, resources, etc. When sharing information and making recommendations about products/services which you or others provide, please avoid sliding into a sales pitch or soliciting sales.

Advertising: Although we advertise extensively, your promotion of the event in your circles (social media, emails, etc.) is incredibly valuable and encouraged. We will continue to add social media images on the [Back to Basics web page](#) that you can easily download and share. Virtual workshops offer a unique opportunity to broaden the geographical range of our audience! Invite friends and family near and far to join us!

After the Event: There is a stipend of \$50 for each session. Stipends will be mailed to presenters after the event. If you chose to donate your stipend to support Back to Basics events, thank you! B2B Enthusiasts will be recognized on the workshop descriptions on the website.

In-person workshops:

Arrival: You will need to arrive at least 20 minutes prior to your workshop session to be set up and ready to begin on time. A member of our staff will meet you at Door #2 of Pine River-Backus High School at an agreed upon time to show you to your assigned classroom.

Handouts: We encourage you to provide informational handouts and/or samples as appropriate. Please be sure that you have enough handouts for all participants in all workshops that you are presenting. HDT can make photocopies for you (up to 3 pages front and back per workshop). Your originals and instructions need to be delivered to HDT at least 3 days prior to your workshop date. Your copies will be with the staff member assisting your workshop.

Presentations: If you are using a Power Point presentation, please save your slides in the "Power Point 97-2003 Presentation" format. Bring your PowerPoint on a flash drive or device (computer or tablet) that can connect to the school's projection board with an HDMI cable. The school has new "Smart" boards that also serve as a "white" board. You will receive further instruction on how to use that function as the date nears and/or from HDT staff before your workshop begins.

Masking/Social Distancing: If you indicated on your registration form that you prefer that your workshop participants be masked and/or distanced, HDT will provide disposable masks and/or have desks or tables separated or marked off in the classroom. If you did not indicate either of those preferences but decide as the date nears that you would like participants masked or distanced, please let us know ASAP so that we may inform them ahead of time.

If PR-B School is closed for the day or afternoon/evening activities are canceled due to inclement weather, your workshop will be canceled as well. Call 218-587-2303 day of class.

If there is anything that you need for your workshop or in advance, please let us know!

Virtual Workshops:

Presentations: An HDT staff member will work with presenters to prerecord workshop sessions using Zoom. Workshops should be between 40-60 minutes and may include Power Points or other visuals. You will be contacted by a staff member to schedule a time to record your presentation. Allow an hour and a half for the recording, as it may take time to get set up. Please select an appropriate location to record from before our scheduled meeting. (See considerations below.) This will help us streamline the recording process. If preferred, presenters may record their own workshop following the Additional Video Guidelines below. **If you would like to record your own video and have not yet discussed it with an HDT staff member, please email b2b@happydancingturtle.org to let us know.**

We recommend all virtual presenters:

- Make sure your video/audio settings are set for the highest possible quality available to you.
- Consider your surroundings when recording:
 - Is the lighting okay? Will it be at the time of day you plan to record?
 - Are there other noises (wind, cars, kids, pets, etc.) that will distract people from your presentation?
 - Is your background too busy?

Video Availability: Videos will be available to participants from Saturday, January 22nd – Sunday, February 6th. In that time, participants can watch as many presentations as they would like! Workshops may also be available in the future on other HDT platforms.

Handouts: If you have a handout to accompany your virtual presentation, send a digital copy to b2b@happydancingturtle.org by Wednesday, January 12th at the latest. We will provide participants with a web link to access your handout.

Additional Video Guidelines for Recording Your Own Videos:

We realize it may be easier for some presenters to film their own workshops, due to the hands-on nature of some of the topics. If you would like to record your own video, follow the additional guidelines below. You may use any video recording software of your choice.

- If you are starting/stopping your video or filming in multiple locations, the transitions should be smooth. If you need help with this, please ask.
- Save your videos in .mov or .mp4 formats.
- You can send us your video in any of the following ways, depending on what is available to you in regards to internet speed/uploading capabilities:
 - Share it in Google Drive or other accessible cloud storage
 - Physically mail or drop off a copy of your video on a USB drive

We must receive your video by Friday, January 7th. Once we receive your video, we will review it for quality purposes. We will contact you with any questions or concerns.

Please note: We will be adding a few Back to Basics slides to the beginning and/or ending of your video.



Thank you! We value your participation!

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