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# Sample Digital Demonstration Session - Please read before you submit your proposal

#### How to structure your 45 minute session

The first 20-30 minutes is a live demonstration of your work, which should include practical uses at your institution. Your session should include a real-world example (or examples) of how the information is being used in an academic medicine setting. You should be prepared to identify potential benefits that individuals in different professional roles could gain from adopting the tool or process being presented. How can participants use this information in their day-to-day work? The second 15-25 minutes should be used for discussion and Q&A with the participants.

You will have the opportunity to include supplemental resources with your session. Consider developing session summaries, key takeaways, practical tips, or "how-to" guides, either as part of your presentation or as supplementary resources.

#### Offer differing perspectives

Consider having several perspectives in your presentation. If your demonstration is more technical in nature, have end users give their perspectives on how they use the technology. If your demonstration is more practical, have developers or technology experts discuss any specs or requirements. If possible, also try to include learner perspectives.

You should have a back-up speaker in case you are unable to participate.

#### Encourage your medical students to participate

Medical students are encouraged to both lead presentations and offer perspectives on different topics, particularly as end users or as content creators.

## Keep it simple!

Do not try to overcomplicate your session. Breakout rooms will not be available during your session. To ensure a more engaging experience, we encourage minimizing reliance on PowerPoint, as past attendee feedback showed a preference for interactive content. This is intended as a live demonstration where you share your screen.

## Important things to keep in mind

Everyone listed as a speaker or who will be supporting the session will need to pay to register for the meeting. All sessions are being recorded. Please consider this when developing your session. By registering, you will have access to all concurrent session recordings up to two years.