



Department  
of Health

New York State  
Department of Health

# Public Health Corps Summit



Building Partnerships That Strengthen Public Health: Systems, Infrastructure, Capacity, and Equity

December 12-13, 2023

## Presenter and Liaison Orientation

October 2023

# Welcome!

October 2023



# Orientation Agenda

- Conference Harvester (Cadmium)
- What is a presentation liaison?
- Overview of liaison/moderator roles and expectations
- Providing feedback and best practices
- Session timeframes and set up
- Technology and equipment provided in presentation rooms
- FAQs
- Deadlines
- Liaison and moderator assignments
- Open questions

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# Conference Harvester (Cadmium)

- The Conference Harvester (Cadmium) is designed with tasks and guidelines specific to your presentation which allow event organizers to collect presentation and speaker data.
- You received this information on September 5, 2023 with your abstract acceptance.
- All tasks in the Conference Harvester related to learning objectives, presentation details, presentation upload and/or handouts will only be available for the **lead presenter** of each presentation.
- Lead presenters will need to work with their co-presenters to complete these tasks.

# What is a Presentation Liaison?

- The presenter's point of contact for any questions that they might have between now and when they present.
- Direct support from the NYSPHC Team.
- As host of the NYSPHC Summit, it is our responsibility to make sure that our presenters – the ones that make the event informative and beneficial – are supported.
- It is each liaison's responsibility to ensure that their presenters have a successful and good experience at Summit.

# Liaison and Moderator Role

# Liaison Role

- Primary point of contact for the presenter(s) they are assigned to.
- Guide presenters through all the logistical details necessary for them to have a successful and meaningful presentation and experience at this year's Summit.
- Answer any questions as they may arise.
- Serve as a resource for all assigned presenters to ensure clarity and help reduce opportunities for error.
- Work closely with the Summit Planning Committee as an additional resource.

# Liaison Role (con't)

- Schedule an initial meeting with you by COB, **Friday, October 13, 2023** to go over expectations and answer any questions about your presentation. This meeting should include the identified moderator.
- If you did not identify a moderator in your abstract submission, a NYSPHC staff member will serve in this role.
- If your session has more than one speaker, your liaison will schedule a group meeting to discuss the order of presenters.
- Check Harvester reports regularly to keep track of your assigned presenter tasks and ensure their completion by each deadline.
- Provide feedback on your presentation after it is submitted.



# Liaison Role (con't)

- Ensure that you develop 2-3 questions that the moderator can ask you about your presentation which will be used to facilitate discussion.
- Schedule a final pre-presentation meeting to go over the “day of” presentation details.
- Greet you in the meeting room where you will be presenting at least 15 minutes before the presentation to ensure all equipment is functioning correctly, including laptops, audio projection etc. and that your PowerPoint is ready to go on the laptop provided.
- Stay in your presentation to offer assistance, if needed.

# Moderator Role

- Introduce you and your presentation.
- Keep you on track with time.
- Facilitate Q & A.

# Providing Feedback on Presentations

When reviewing presentation materials your liaison will consider the following:

- Grammar
- Punctuation consistency
- Consistent font type, size, color, and overall style of the presentation material
- Readability (are the graphics clear and crisp? Is the font size big enough to read if you sat in the back of the room?)
- References and citations (if research or work is spoken about that is not their own, is it properly credited? If not, request that it be added)

# Best Practices

- Template/Look at examples for inspiration
- Don't be overly "text heavy"
- Spell check
- Spell out acronyms
- References
- Smart art in PowerPoint
- Use of peer input
- Map out a timeline now to meet 11/3/23 deadline.
- Supervisor review

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# Providing Feedback on Presentations (con't)

When reviewing presentations, Liaisons will consider the following:

- Do the links embed in the materials work? (Make sure you check them all.)
- Review it as if it was their own presentation – would they be proud of it? As a liaison, it is our responsibility to make our presenters look good, as every presentation is a reflection of OUR program.
- Liaisons will support you in the review of your presentation and ensure it is something you both feel great about!
- After your submission on **Friday, November 3, 2023**, Liaisons will send you feedback by **Friday, November 17, 2023**.

# Session Timeframes

- Presentation timeframes are 90 minutes
  - Allow 5 minutes for presenter introductions.
  - Allow 30 minutes for Q & A

# Room Set Up

- Plenary sessions:
  - Have banquet rounds for attendee seating.
  - Speakers present from a stage in the front of the room.
- Breakout sessions for oral presentations and workshops:
  - Have classroom style seating (tables, chairs and a center aisle).
  - Speakers will have a podium with a microphone at the front of the room where they will present.

# Technology capability for session rooms

- Podium with microphone in front of presenter.
- All presentations will be uploaded onto the computer.
- Laptop, clicker, projector, and screen will be provided at the front of the room.
- WiFi access will be available.



# Summit 2022 Presenters



**PRESENTING  
AT THE  
NYS PHC SUMMIT**



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# FAQs

- **Will my oral presentation or workshop be available virtually?** No, only plenary sessions will be streamed virtually.
- **Will my session be recorded?** Only the plenary sessions are able to be recorded.
- **Should my Supervisor edit/approve before I submit to the platform?** If you are a Fellow, it is recommended that your supervisor approves your slides after you carefully edit.
- **What other approvals are needed at my organization?** If you are a Fellow, follow your host organization's internal policies for presentation approvals.

# FAQs

- **Can I make handouts?** You can make handouts (optional); Presenters must coordinate printing.
- **What is provided in the presentation room?** A podium, microphone, laptop, clicker, projector and screen will be provided; Wifi access will be available.
- **Can I use my own laptop?** No. We ask that you use the laptop we provide.

# Important Deadlines:

- Several deadlines are noted in the Conference Harvester.
  - **9/14/23:** Accept or decline the invitation to present
  - **9/22/23:** Summit Registration
  - **9/27/23:** Lodging Reservations
  
- **10/13/23:**
  - Update Profile Information
  - Update Biography
  - Photo Upload
  - Update Presentation Details
    - Presentation Title & Short Description

# Important Deadlines (con't):

- **11/3/23:**
  - Update Learning Objectives
  - Add Q&A Discussion Questions
  - Upload Handout(s)
  - Upload Presentation file for Liaison review.

# Introducing your 2023 Liaisons and Moderators



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# Introducing our 2023 Plenary Presenters, Liaisons and Moderators

Day	Time	Session	Presenter(s)/Moderator	Liaison/E-mail
1	9:30-10:30	How to Discern Disinformation and Inoculate the Public Against It	<b>Presenter:</b> Pauline Hoffmann <b>Moderator:</b> Gabe Mayfield	Gabe Mayfield gabrielle.mayfield@health.ny.gov
2	9:00-10:30	Social Determinants of Health	<b>Presenter:</b> Melissa Fox <b>Moderator:</b> Aletha Sprague	Aletha Sprague aletha.sprague@health.ny.gov



# Introducing our 2023 Oral Presenters, Liaisons and Moderators

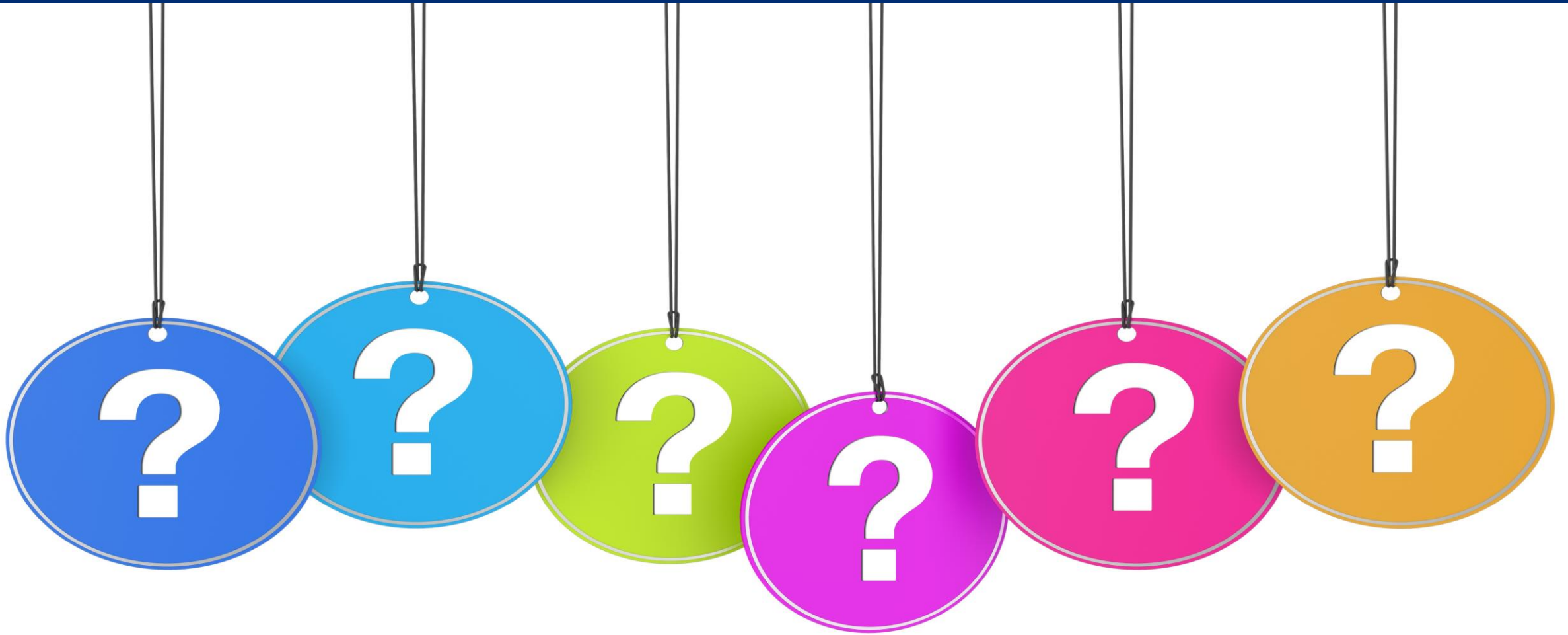
Day	Time	Session	Presenter(s)/Moderator	Liaison/E-mail
1	1:00pm-2:30pm	Deconstructing Public Health Capacity for Women, Pregnant, and Parenting People Who Use Drugs	<b>Presenter:</b> Liz Whipple <b>Moderator:</b> Binta Ceesay	Binta Ceesay <a href="mailto:Binta.Ceesay3@health.ny.gov">Binta.Ceesay3@health.ny.gov</a>
1	1:00pm-2:30pm	Disenfranchised Grief - A Need for Culturally Competent LGBTQ Bereavement Resources	<b>Presenter:</b> Gregory Lynch <b>Moderator:</b> Molly Ridley	Molly Ridley <a href="mailto:Molly.Ridley@health.ny.gov">Molly.Ridley@health.ny.gov</a>
1	1:00pm-2:30pm	One Year of NYSPHC Fellows in Oswego County: Establishing Our New Normal	<b>Presenters:</b> Matthew Goodsell, Hilary Wilton, Mehan Tice <b>Moderator:</b> William Beaudry	Ellie Lopez <a href="mailto:Eleanor.Lopez@health.ny.gov">Eleanor.Lopez@health.ny.gov</a>
2	11:00am-12:30pm	Regional Equitable Health Infrastructure Network of Western New York (Rethink WNY): Addressing Health Disparities and Providing Effective Public Health Communication in Western New York	<b>Presenter:</b> Syed Rahman <b>Moderator:</b> Gianna Woodard	Gianna Woodard <a href="mailto:Gianna.Woodard2@health.ny.gov">Gianna.Woodard2@health.ny.gov</a>
2	11:00am-12:30pm	Using Public Libraries to Increase Equitable Access to Mental Health and Wellness Resources.	<b>Presenter:</b> Sophia Charles <b>Moderator:</b> Bridget Kasaoka	Bridget Kasaoka <a href="mailto:Bridget.Kasaoka@health.ny.gov">Bridget.Kasaoka@health.ny.gov</a>

# Introducing our 2023 Workshop Presenters, Liaisons and Moderators

Day	Time	Session	Presenter(s)/Moderator	Liaison/E-mail
1	1:00pm-2:30pm	Assessing Long COVID in Underserved Populations: A Community Survey by the Westchester County Health Department (WCDH)	<b>Presenters:</b> Kareé-Lyn Gordon, Marie Roth, Yunilda Perez <b>Moderator:</b> Ankita Dahiwade	Ankita Dahiwade <a href="mailto:Ankita.Dahiwade@health.ny.gov">Ankita.Dahiwade@health.ny.gov</a>
1	1:00pm-2:30pm	Community Collaboration Throughout and Beyond the COVID-19 Pandemic: Successes of the Niagara Falls Health Equity Task Force / Youth as Public Health Ambassadors: A Campus and Community Framework to Address Health Disparities	<b>Presenter:</b> Kaylyn Townsend-Kensinger <b>Moderator:</b> Amber Whiteside	Amber Whiteside <a href="mailto:Amber.Whiteside@health.ny.gov">Amber.Whiteside@health.ny.gov</a>
2	11:00am-12:30pm	Facing the Future: Collaborating with Rural Public Health Departments to Build Artificial Intelligence Understanding & Toolkit for Artificial Intelligence Resource Utilization	<b>Presenter:</b> Casey McManus <b>Moderator:</b> Shelby Smith	Shelby Smith <a href="mailto:Shelby.Smith@health.ny.gov">Shelby.Smith@health.ny.gov</a>
2	11:00am-12:30pm	Public Health Detailing and Coalition-Building to Address Chronic Disease Disparities in a Diverse, At-Risk Population	<b>Presenter:</b> Elizabeth Urbanski-Farrell <b>Moderator:</b> Devon Hannan	Devon Hannan <a href="mailto:Devon.Hannan@health.ny.gov">Devon.Hannan@health.ny.gov</a>
2	11:00am-12:30pm	Survey Data Analysis	<b>Presenter:</b> Thomas Arida <b>Moderator:</b> Benjamin Przepiora	Ben Przepiora <a href="mailto:Benjamin.Przepiora@health.ny.gov">Benjamin.Przepiora@health.ny.gov</a>

# The NYSPHC Summit will use the mobile app platform called *Swoogo*.

- Social event platform that is *new* for this year's event.
- Attendees can review the agenda and presentation descriptions.
- App will facilitate evaluations for all attended presentations.
- Ability to network with Summit attendees prior, during, and after the event.
- Communication will come from NYSPublicHealthCorps@health.ny.gov when the app is launched and ready for you to access.



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# Contact your Liaison if you need them!

- Your assigned Liaison will contact you this week.
- Please email [NYSPublicHealthCorps@health.ny.gov](mailto:NYSPublicHealthCorps@health.ny.gov) for any questions related to the conference, presentations, timelines, etc.
- We look forward to your presentation at Summit 2023!