

# MINT Forum Presenter Guide 2019



Brought to you by:

The 2019 Program Planning Committee (Fredrik Eliasson, Mallori DeSalle, Orla Adams ). We would like to extend a special thanks to Claire Lane and Kate Watson who were instrumental in the development in the original guide.

Dear Presenter,

We are so happy that you will be joining us for the 2019 MINT Forum in Tallinn, Estonia. Whether you are an experienced Forum presenter, or you are presenting for the first time, we hope that this guide will answer your questions about presenting at a forum, prepare you for what to expect at the forum, and help you design your workshop to meet the needs of a diverse audience. We built this guide based on feedback that we have gathered from members over the years. They consistently tell us that workshops are most useful and appealing when they:

1. Are interactive and engaging
2. Are sensitive to the needs of a multicultural and multilingual group of members with varying experience in MI
3. And closely match the abstract printed in the Forum booklet

With those recommendations in mind, we created this guide book for your convenience. You're all very experienced trainers and we are lucky that you are willing to share your knowledge and insights. We cannot thank you enough for your time and gracious spirit of giving. We simply couldn't have a successful forum without you.

Congratulations and have fun!

Sincerely,

Program Planning Committee

## General Information about Forum Workshops

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The MINT Forum is not your typical academic conference. It is a space where a group of likeminded people, who are interested in Motivational Interviewing, come along to exchange ideas. People who attend MINT Forum workshops tend to expect an interactive experience, with plenty of opportunities for discussion and involvement in exercises/activities when applicable. This does not exclude research presentations, but anyone who is presenting research is encouraged to present data in an interactive manner. The Program Planning Committee recommends that research be presented with the goal of engaging in conversation, rather than simply reporting information.

### Top Tip!

**Eliciting** what the audience hope to get out of your workshop, **providing** your material in a tailored way, and then **eliciting** what people are taking away from it may be a helpful framework for presenters to bear in mind when designing a workshop.

**We offer several types of workshops, and each should be approached differently:**

- **Pre-Forum workshops:** these are half-day or full-day workshops which take place on the days leading up to the Forum. The longer length of these workshops allows more opportunity for practice and deeper exploration of a specific subject.
- **Short Shares:** This type of workshop is a short session (30 minutes) with a narrower focus than in a full workshop. This can be a helpful format for those who just want to share a quick idea or experience and discuss with other MINTies, rather than having to prepare a full workshop.
- **Full Workshops:** With 60-90 minutes scheduled for full workshops, participants usually expect a great deal of time for practicing a skill, discussing a concept, or completing an exercise.
- **Plenaries:** These presentations are organized in large rooms, and are intended to be accessible to the entire membership at once. There will be no other workshops scheduled during a plenary, so members will not need to choose a session to attend.
- **Poster Presentations:** These presentations are in a large room where the participants will be walking around to each poster. Individual question and answer conversations are common. No formal presentation is required. Poster sessions are often scheduled during coffee/break times so participants come and go.

## General Information for Presenters

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- If you plan to use video or slides, you need to bring your own computer. Remember to bring any adaptors for electrical plugs, chargers, cable attachments etc. that you need. If you require sound in your workshop, we are asking all presenters to bring their own speakers if possible. **If you are unable to bring speakers, please let us know by 15<sup>th</sup> of August 2019** (please email: [Forum@motivationalinterviewing.org](mailto:Forum@motivationalinterviewing.org)).
- **Submit slides and handouts to the Program Planning Committee by 15<sup>th</sup> of August 2019.** We need time to upload the materials to the MINT Forum App.
- The MINT Forum 2019 App has an “Instant Poll” feature. If you would like to poll your audience at any point, **please send your polling questions to the Program Planning Committee by 15<sup>th</sup> of August 2019.** Email the PPC at [Forum@MotivationalInterviewing.org](mailto:Forum@MotivationalInterviewing.org).
- If you are a speaker, the MINT Forum App can feature a photograph next to your bio. If you would like to share a photograph, **please send a photo and bio updates to the Program Planning Committee by 15<sup>th</sup> of August.** Email the PPC at [Forum@MotivationalInterviewing.org](mailto:Forum@MotivationalInterviewing.org).
- Speaker profiles on the MINT Forum App can include your social media information too. If you would like to share your social media contacts (Twitter, Facebook, website, email) for your speaker profile, **please send this information to the Program Planning Committee by 15<sup>th</sup> of August 2019.**
- Please bring your own copies of handouts. It is impossible to predict how many participants you will have, but it is common for presenters to bring 30-40 copies. If the workshop is scheduled in a large room your audience may be larger. *Remember, if you provide the power point to the PPC in advance, participants can print materials on their own (accessible through the MINT Forum App).*
- Handouts with the most important information can be helpful. Slides can be useful as presentation support, but do not have to contain all information.
- Feel free to move furniture in the room however you like (chairs in a circle, small groups, etc.). *Please remember to set the room back in order for the next workshop.*
- Please plan your workshop in advance, do not attempt to improvise on the day. MINT members consistently provide the feedback that they prefer a semi-structured format, and consider it most respectful when the presenters have put care into an agenda.

Please make sure that the description you provided for the abstract book matches your own plans for the workshop.

- **Please allow a few minutes at the end of your workshop for your participants to complete a brief evaluation.**

#### Presentation Skills

**The following materials will be provided in the presentation rooms as standard:**

- Flip charts and flip chart markers
- One projector
- One microphone
- Evaluations

If you require any other materials for your workshop, please bring them with you as these will not be provided.

**For a 60-minute session, we recommend the following breakdown:**

- 10 minutes for introductions
- 20 minutes for content.  
*Please plan ahead and make this highly interactive and engaging.*
- 20 minutes for discussion
- 10 minutes for evaluations

**For a 90-minute session, we recommend the following breakdown:**

- 10 minutes for introductions
- 40 minutes for content.  
*Please plan ahead and make this highly interactive and engaging.*
- 30 minutes for discussion
- 10 minutes for evaluations

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### Presenting to a Diverse Audience

One of the nicest things about being a member of MINT is the diversity of our membership. This includes diversity in the languages we speak, the countries in which we originate, the jobs that we do, and the systems that we work in. This is something we really need to be mindful of

when presenting at a MINT forum. We advise all presenters to consider the following while planning their workshop:

**Handouts:** Please consider bringing handouts to your workshop. This can really help people translate the content and use the materials after the Forum. Please provide links to web materials for further reading if applicable.

**Language:** Language is a wonderful thing. There are always so many words we can use. When using abbreviations/acronyms or slang terms, please be mindful that the audience is diverse and may not understand expressions that are unique to one's specific cultural or language. Be prepared to explain concepts in many different ways and using a variety of terms.

**Helping Participants Feel Comfortable:** It is important to remember to establish safety and rules about confidentiality within your workshop, particularly if it involves the disclosure of personal information. Please be mindful that MINTies are from many cultures and backgrounds and are not all equally used to personal disclosures, internal exploration or content that evokes a high emotional response. Reminding the audience of physical comfort, emotional safety and cultural inclusion will help all people feel engaged and included. Remember to give workshop participants permission to not participate, to participate either standing or sitting or moving around and provide a safe plan that they can follow if they start to feel uncomfortable or unsafe. Our audiences will speak a wide range of languages and both speakers and participants speaking may need to consider this when speaking.

#### **Tips for Helping all Participants Understand**

- Use short sentences and more simple words to explain workshop content.
- Observe rate of speech and honor requests to slow down or repeat comments.
- Check with the audience regularly about words used and rate of speech. (Watch for colored cards: one that signifies 'please slow down', another that signifies 'please repeat')
- Explain slang terms or common phrases that may not be understood by all.

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#### **Evaluations**

Evaluations for workshops will be simplified this year. Each participant will be given a card that will have "Affirmation" on the top of one side and "Advice with Permission" on the reverse side. Participants will be invited to leave either affirmations or advice for the workshop speakers on

the cards. Cards will be collected at the conclusion of each workshop and speakers will keep the cards. The PPC will not be requesting this information, but will be asking for the workshop volunteer to count the number of participants. There may be an informal request for feedback from the speakers as well (what you thought went well, what suggestions could be helpful for future presentations).

### **Workshop Volunteers**

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MINT is an organization that depends on volunteers. It is our goal to have a volunteer to help the presenter(s) in each session.

These are the types of tasks volunteers are prepared to help with:

1. Provide timing information (15 minutes left, 10 minutes left, 5 minutes left)
2. Announce, collect and submit evaluations (Explain app evaluations.)
3. Open/Close door, turn lights on/off
4. Help with giving out handouts/materials if requested

*We understand that your workshop time is limited. Volunteers are asked to ensure evaluations are completed during the workshop time, we appreciate your (presenter's) cooperation.*

We do not want workshops to be interrupted by volunteers, so please ensure that presenters speak with the volunteer about how he or she could work best with the workshop presenter(s).

**Thank you so much for agreeing to present at this year's forum.**

**We look forward to seeing your presentations in Tallinn.**

If you still have queries, please email: [Forum@motivationalinterviewing.org](mailto:Forum@motivationalinterviewing.org)