CUPA-2025 Speaker Training

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Tim Snellings, CalCUPA Webmaster

February 13, 2025

27th California Unified Program
Annual Training Conference
March 24-27, 2025

Steps For Successful InPerson Presentation

- Calcupa.org website information
- Speakers Information Page
- Slido/Poll Questions
- Recorded Sessions (35)

Slido Introduction

- Quick demo to introduce you to the Slido tool
- Fun for engagement of audience
- Helps you to get to know your audience
- If being recorded, we will edit out all of the delays for people to answer questions

slido

Please download and install the
Slido app on all computers you use

Join at slido.com
#7722

ⓘ Start presenting to display the joining instructions on this slide.

slido

Please download and install the
Slido app on all computers you use

1. What is your favorite morning beverage?

ⓘ Start presenting to display the poll results on this slide.

slido

Please download and install the
Slido app on all computers you use

2. How many CUPA Conferences have you been a PRESENTER?

ⓘ Start presenting to display the poll results on this slide.

slido

Please download and install the
Slido app on all computers you use

3. What year did the USA first land a man on the moon?

ⓘ Start presenting to display the poll results on this slide.

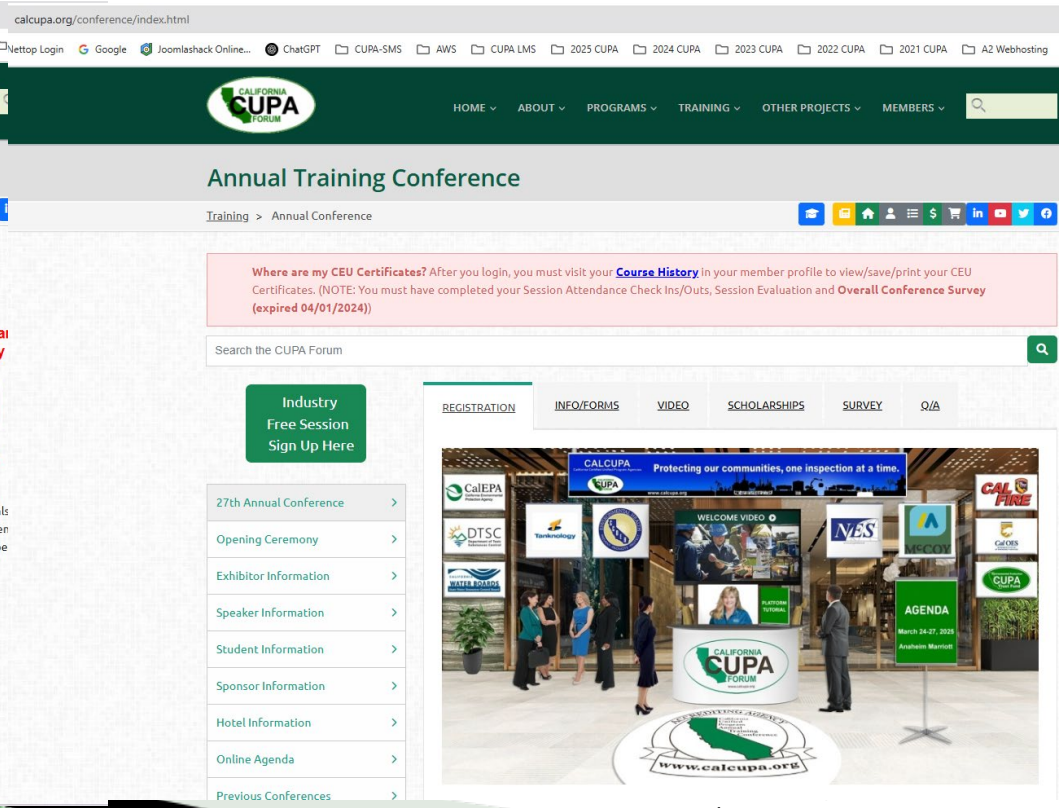
slido

Please download and install the
Slido app on all computers you use

4. In a word or 2, describe how you feel right now...

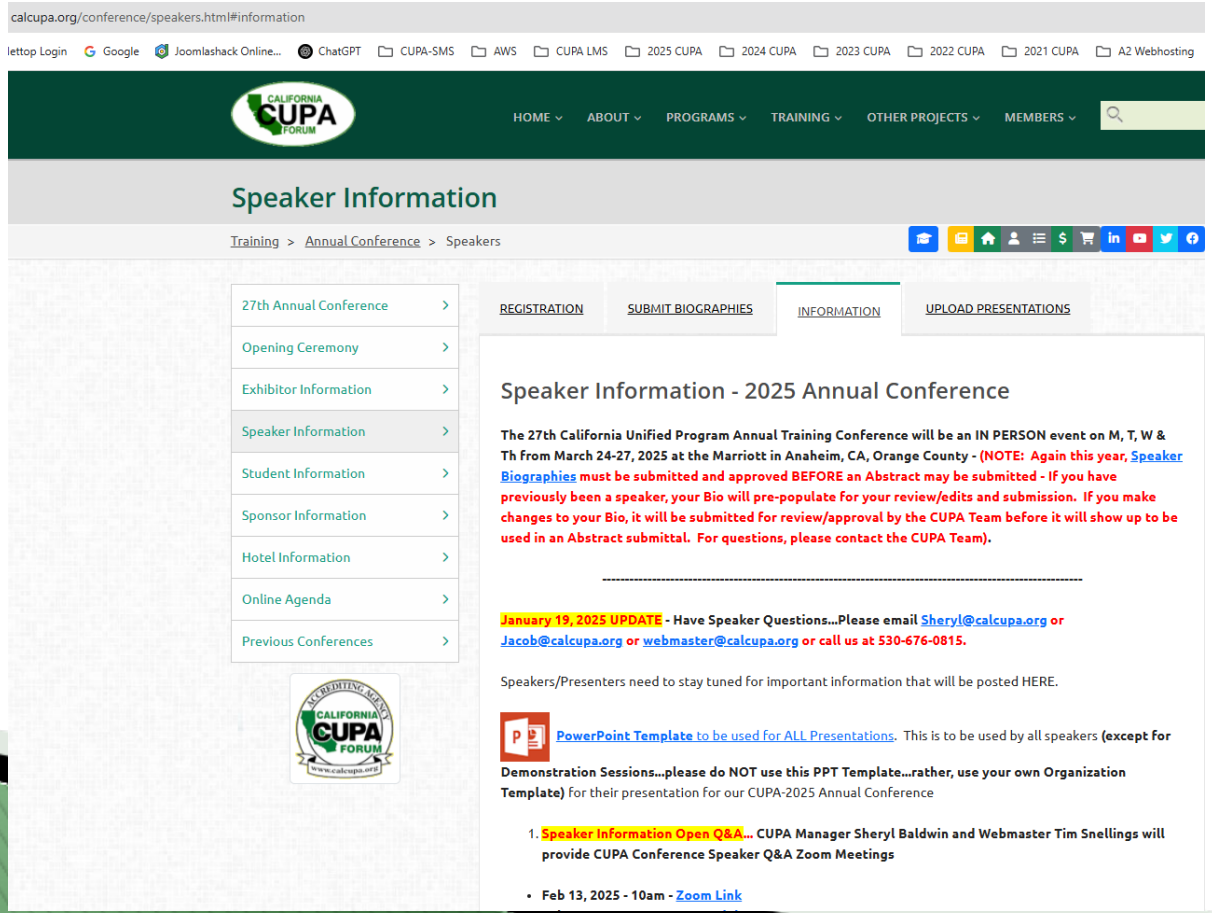
ⓘ Start presenting to display the poll results on this slide.

Calcupa.org website information



February 26-29, 2024

Calcupa.org website information



Calcupa.org website information

- You are automatically registered for the day you are speaking
- Attend more days…need to register for more single days
- Make sure to select your lunch

Calcupa.org website information

- Use the CUPA-2025 PowerPoint Template for your Presentation

Session Title From Agenda

Speaker(s) Name(s), Title

Session Code (from Agenda, ex: TH-L/2)

Presentation Date

27th California Unified Program Annual Training Conference

March 24-27, 2025

Slide Title

- Bullet 1
- Bullet 2
- Bullet 3
- Bullet 4

BREAK TIME!

Any Questions?

Name, Title, Agency/Business
Email Address
Phone Number

Calcupa.org website information

- Where/When to upload your PDF presentation (ALL SESSIONS)
- Where/When to upload your PPT/PPTX Presentation (Recorded Only)

Poll 1

Calcupa.org website information

- Upload your Photo to your Profile…
- View your Session Roster in Advance to Gauge your Audience

The Day of Your Presentation

- Arrive at least 1 hour early
- Check in at Speaker Registration
- Get your name badge, lunch ticket and speaker gift
- Find your Session Room
- Meet with the AV team in the back of the room
- Provide your PPT presentation on a thumb drive to AV
- Professional to load 15 minutes before your presentation
- Speaker Ready Room if needed

Speaker Emergency

- Speaker Emergency – If something comes up please let your Track Coordinator know or call/text the Conference Manager, Sheryl Baldwin Sheryl@calcupa.org at 530.363.0027 (cell).

- If you can't get a hold of Sheryl, you can contact me at webmaster@calcupa.org or 530.263.8488 (cell)

Other Resources For You

- This year, if you haven't coordinated with a Track Coordinator, you will do self-introductions
- Using Slido for Poll Questions into your Presentation?
- Adding a Video to your Presentation
- Adding a webpage link to your Presentation

Poll 2

Questions not related to Slido/Recording

- This is your chance to ask any questions you might have
- If no questions, you can leave the Zoom at this time unless you want to see Slido or stay for recorded Session discussion

Slido and Session Recording (LMS)

- Speaker Session Recording Acknowledgement Form
- Slido
- Session Recording (LMS Demo)

Speaker Session Recording Acknowledgement Form

7. **Is my Session Being Recorded?** - Our goal is to record about 30 Conference Session Presentations. You can view the PDF Agenda to determine if your Session is being recorded (it's highlighted in peach or yellow). If your Session is being recorded, we are asking our Presenters to provide us with 6-10 multiple choice quiz questions with the correct answer for each 1/2 hour of the presentation. This will allow us to convert the video Session into a Course on our Learning Management System...here are the basic steps for preparing your Quiz Questions:

New This Year: We have developed a Speaker Acknowledgement Form for you to review and affirm to make sure that you understand that your Session is being recorded and that we plan to convert your Session into a Course on our Learning Management System...we will review this at our upcoming training zoom meeting.

1. As you prepare your presentation, try to think of natural breaks in subject matter every 20-25 minutes. This allows for us to create 4 videos from a 2 hour presentation for use in the Course.
2. If we create 4 videos for a 2 hour Course, we need 6-10 Quiz Questions for each 30 minute video.
3. You should provide in a Word Doc highlighting the correct answer to the question.
4. The quiz questions should be labeled to align with slide numbers in your PDF which will relate to the approximate video length. For example, if your presentation has 80 slides for a 2 hour presentation, you will create breaks in your presentation approximately every 20 slides, which should correlate to about 1/2 hour of video. This does NOT have to be exact, these are simply guidelines for you to follow.
4. Quiz Questions are typically T/F or Multiple Choice. Again, make sure to highlight the correct answer to the question.
5. Save your quiz questions word doc with the following name format: Session Code-Short Title-Your Last Name-Quiz Questions, for example, "TU-L4-EXPLORING CalCUPA LMS-Snellings-Quiz Questions" or "TU-L4-EXPLORING CalCUPA LMS-Snellings-Quiz Questions"
5. Upload your Quiz Questions to our DROPBOX FOLDER
6. Send an email to webmaster@calcupa.org and let me know that you have uploaded your Quiz Questions
7. You will receive a confirmation email within 24 hours.
8. If you don't receive a follow up email, please call our office at 530-676-0815.

Speaker Session Recording Acknowledgement Form

and distribute the recorded session as outlined above.

5. **No Compensation for Recorded Use:**
   You acknowledge that no additional compensation will be provided for the use of the recorded session in our LMS. Your participation and agreement to this recording serve as acknowledgment of this arrangement.
6. **Release of Liability:**
   By agreeing to these terms, you release our organization from any liability related to the distribution or use of the recorded session as stated in this waiver.
7. **Liability Release for Reproduction by LMS Participants:**
   By accessing and using the materials provided within this Learning Management System (LMS), each participant agrees and acknowledges that the organization and its affiliates, officers, employees, and agents are not liable for any unauthorized reproduction, distribution, or use of these materials by LMS participants. The organization provides content for educational purposes only and cannot control or monitor individual participant actions outside of the LMS platform. The participant accepts full responsibility for any reproduction, distribution, or use of LMS materials and waives any claims against the organization for any consequences that may arise from such actions.
8. **Governing Law:**
   This waiver will be governed by the laws of the State of California, without regard for choice of law provisions.
9. **Dispute Resolution Clause:**
   In the event of any dispute, controversy, or claim arising out of or relating to this agreement, the parties agree that they will not pursue litigation against each other. Instead, the parties commit to resolve any dispute through an alternative dispute resolution process. This process shall include good-faith negotiations, mediation, and, if necessary, binding arbitration, conducted in accordance with the rules of the [relevant arbitration or mediation institution]. Each party shall bear its own costs in the dispute resolution process, and any decision reached through binding arbitration shall be final and enforceable by a court of competent jurisdiction.
10. **Severability:**
    You agree and acknowledge that if portions of this waiver are held to be illegal or otherwise unenforceable, such shall not affect the legality or enforceability of the remainder of the Agreement.
11. **Acknowledgment of Understanding:**
    By checking the box below and submitting, you affirm that you have read, understand, and agree to the terms outlined above.

Acknowledgment Checkbox and Submission

I have read, understand, and agree to the terms and conditions stated in this waiver and consent to the recording and distribution of my session as a Course in CUPA Forum Board's LMS.

☐ Agree to Waiver and Acknowledgment of Recording Use for CUPA Forum Board's LMS for 101015 EXPLORING CALCUPA.ORG'S LEARNING MANAGEMENT SYSTEM (LMS)

Slido and Session Recording (LMS)

- Speaker Session Recording Acknowledgement Form
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- Session Recording (LMS Demo)

Slido (Our Live Polling Tool)

- Live audience polling
- Can be fun for you and the audience
- Takes some more advanced planning with your presentation and coordination with me

- What is the process?

Slido - What is the process?

- Email webmaster@calcupa.org and reserve a Slido spot on the Agenda (we have limited licenses)
- Prepare your Slido Questions/Answers in a separate Word Doc AND with a slide placeholder in your PPT
- Upload Word Doc and your PPT to the dropbox folder with your Session Name, etc. per Speakers Info page
- Arrive earlier on the day of your presentation to coordinate with the AV Team

Slido and Session Recording (LMS)

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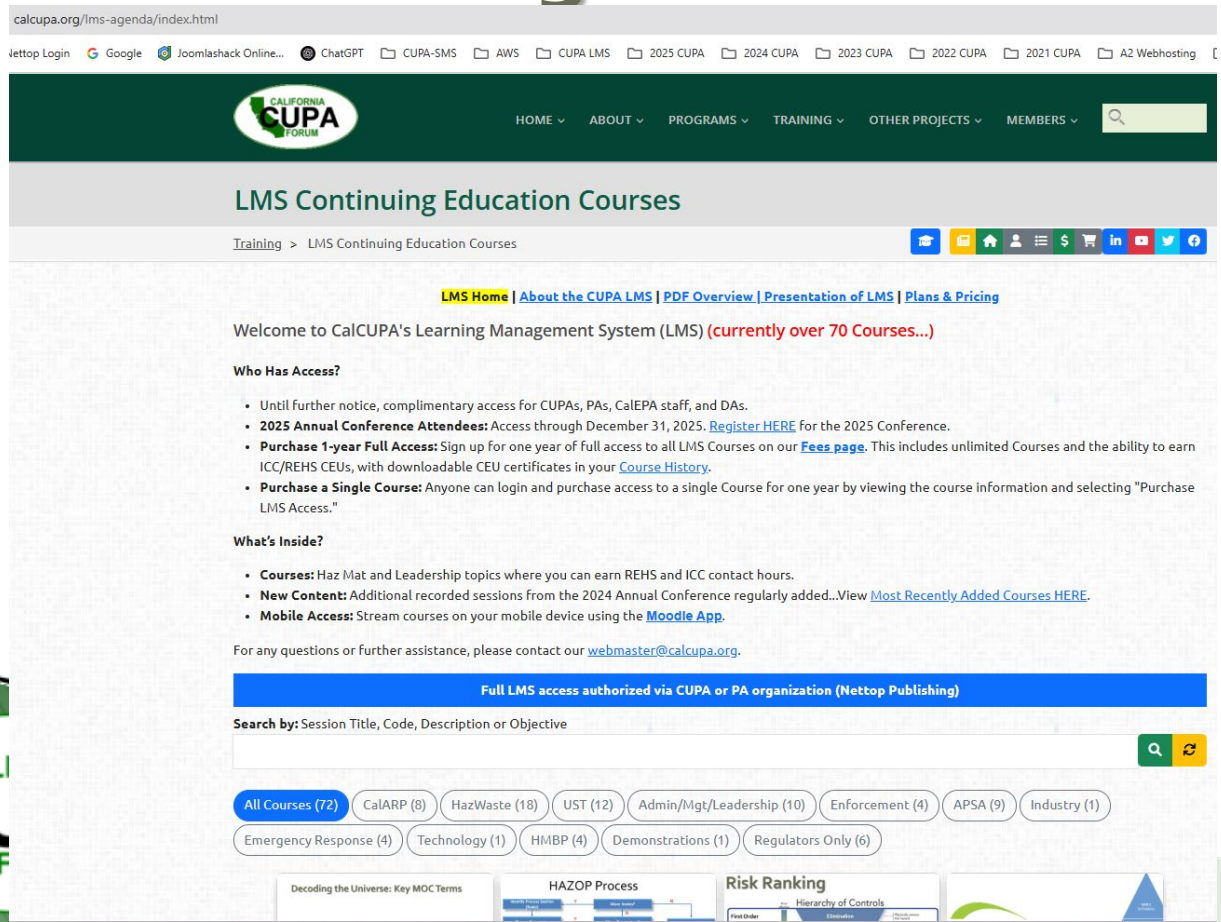
- Session Recording (LMS Demo)

Session Recording For LMS

- https://calcupa.org/lms-agenda/index.html
- Who has access to the CUPA LMS?
- Learning Path

Session Recording For LMS



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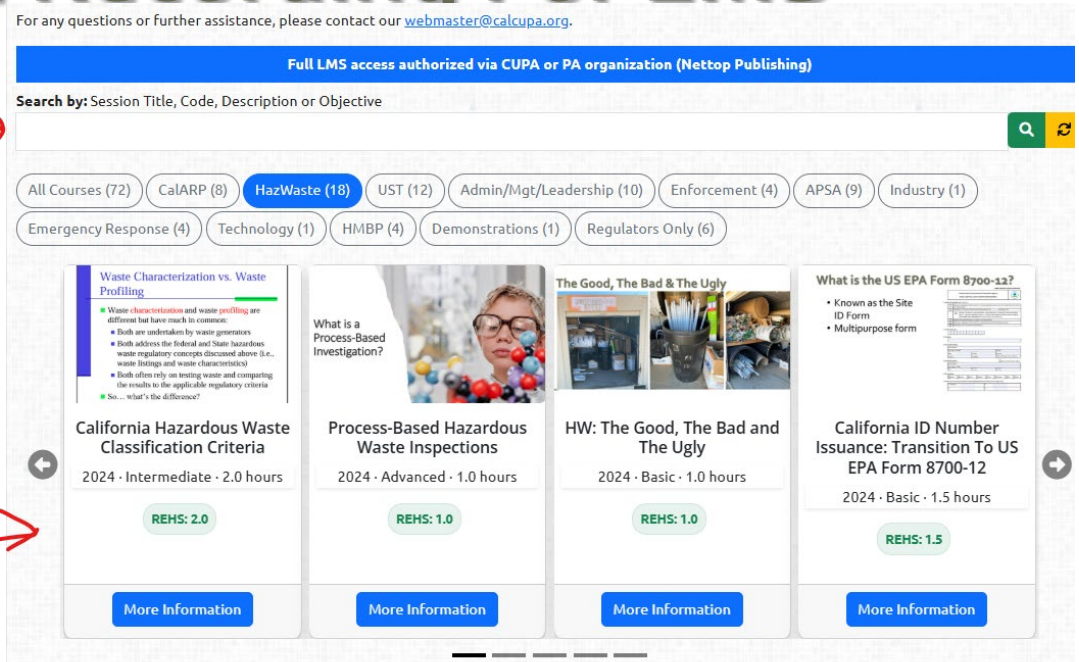
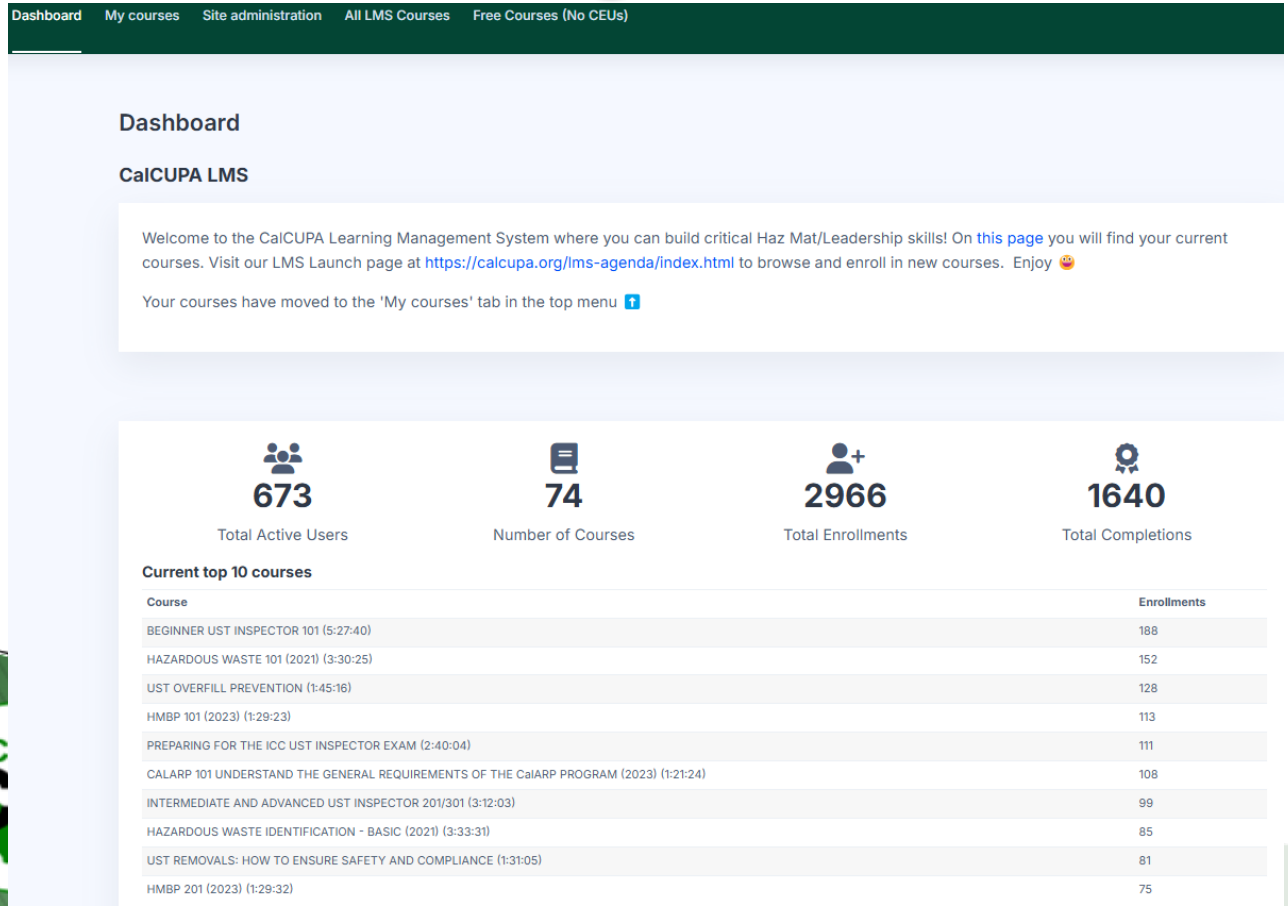
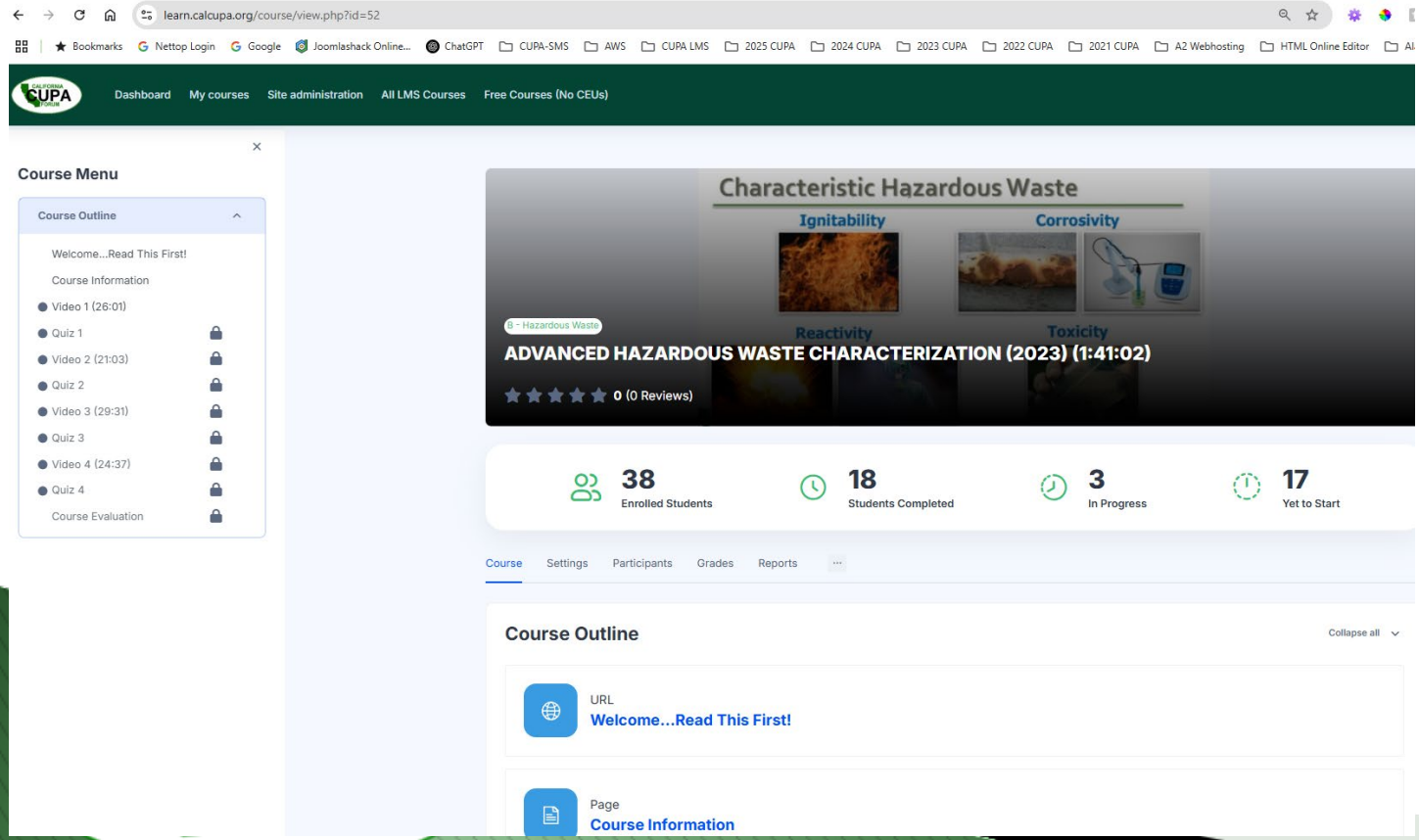


Track	Title	Year	Experience	Hours	CECH	ICC
HW	California Hazardous Waste Classification Criteria	2024	Intermediate	2.0	2.0	0.0
HW	Process-Based Hazardous Waste Inspections	2024	Advanced	1.0	1.0	0.0
HW	HW: The Good, The Bad and The Ugly	2024	Basic	1.0	1.0	0.0
HW	California ID Number Issuance: Transition To US EPA Form 8700-12	2024	Basic	1.5	1.5	0.0
HW	Conditionally Excluded Hazardous Waste	2023	Basic	2.0	2.0	0.0
HW	Advanced Hazardous Waste Characterization	2023	Basic	2.0	2.0	0.0

Session Recording For LMS



Session Recording For LMS



Session Recording For LMS…IMPORTANT

- Critical that Q&A is spoken into a mic
- You will have a volunteer or 2 to assist with moving the mic around the room
- We will edit out the dead spots for the mic to be moved around
- It's also a good practice for you to repeat the question

Session Recording For LMS…IMPORTANT

- Quiz Questions Needed 4-7 per 30 minutes of video
- I'd suggest you prepare them as you are working on your presentation…get Questions/Answers from PPT
- Think about 25-30 minute sections of your presentation
- Sec 1, Slides 1-25, Sec 2, Slides 26-50, etc.
- Upload Quiz Questions using Session Name as shown on Speakers Info page OR we can use ChatGPT

Session Recording For LMS…

- Questions about the LMS???

Keys for Success

- https://calcupa.org/conference/speakers.html#information

- Call/Email me with any presentation questions, Slido questions or LMS/Recording questions at webmaster@calcupa.org or 530.263.8488 (cell/text is ok)

- Call/Email Sheryl with any AV related questions at Sheryl@calcupa.org or 530.363.0027 (cell) or Jacob at Jacob@calcup.org or 530.919.0032 (cell)