

Zoom Around the World Tip Sheet

Recruiting Speakers

The best way to recruit speakers is to contact someone involved in the international student community at Williams, who can advertise these talks and ask for volunteers. We found an excess of volunteers so it shouldn't be too hard to find people.

Organizing Talks (Logistics)

1. Find potential speakers
2. Reach out with the [ZATW presenter guidelines](#), meet with them, determine if they are a good fit (engaging speaker, well spoken, passionate about talking, available, good with technology). Would also recommend asking if they are okay being recorded (although this is not a dealbreaker).
3. Ask them to figure out what topics they would like to discuss (and any topics they would like to avoid) and come up with interesting guiding questions to address these topics as well as the topics below
4. Solidify date that works with the presenter, student leaders, and school.
5. Meet for a run through (try to make this as realistic as possible) - make sure all technology works and timing is right
6. Coordinate with the school (and potentially Willinet) to determine recording.

Presentations

Topics to Cover

1. Geography and landscape
2. Music and performing arts, perhaps with a short children's song
3. Holidays and traditions
4. Stories, perhaps with a short reading
5. Languages, common greetings
6. Food and drinks
7. Children's games and sports
8. Animals, domestic and wild
9. History and politics (high school)

Live vs Pre Recorded Presentations

This year, we rolled out three different formats for presentations. The content for each was adapted towards the audience. For the live presentations, we found that Webinar formats on Zoom worked the best, so that there were no distractions from the audience. We were also able to record the live presentations so that they can be distributed after the presentation.

1. Pre recorded ~10 minute Powerpoint presentation for the elementary school

2. Live ~10 minute Powerpoint presentation to the elementary school, with time for live questions from the audience at the end
 - a. For these, we reached out to the elementary school classrooms beforehand, and had them send us questions in advance, which we asked at the end.
3. Live Q&A style discussion with the high school (where the student leaders ask questions and the presenter answers) with live questions from the audience at the end. All of these were virtual.
 - a. For these, we worked with Willinet to record the presentations and publish them to the wider Williamstown community.

Sample Presentations

1. Pre-recorded elementary presentation - [Seha, Turkey](#); [Haeon - Vietnam](#); [Shreyas - India](#)
2. Live presentation - [Sude, Turkey](#); [Arturo - Mexico](#)
3. Live Q&A high school presentation - [Christian - Jamaica](#)

Tips

- Find speakers that are very enthusiastic about sharing about themselves and their country. This will really shine through in the presentation.
- Use your CliA and Mt. Greylock/WES contacts for support. They are always willing to help, and can give great insight into what works and what doesn't work.