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| logo_forms | Wisconsin Department of Public Instruction**CONTINUING EDUCATION ACTIVITY REPORT**PI-2453 (Rev. 09-11) | **INSTRUCTIONS:** Complete and submit annually to your library system validator along with the Annual Summation of Continuing Education Activities, Form PI-2454. Refer to the *Certification Manual for Wisconsin Public Library Directors* for assistance. |
| Name *Last, First, Middle*      |
| Mailing Address *Street / PO Box, City, State, ZIP*      |
|  | I. CONTINUING EDUCATION ACTIVITY DESCRIPTION |  |
| Title of ProgramTop Tips for Online Presentations |
| Description of ProgramOnline meetings and presentations came to the forefront in 2020, and they likely aren't going away. But being a dynamic in-person presenter doesn't necessary mean that enthusiasm will translate to the virtual environment. When should you take questions from the audience? What should your visual components include? What about hand outs? In this WVLS recorded webinar, learn preparation tips and the five key components for you to give your best online presentation. s  |
| Relationship of Program to Present Position or Career Advancement      |
| Activity Dates | Location | Number of Contact Hours |
| From *Mo./Day/Yr.*4/9/2021 | To *Mo./Day/Yr.*4/9/2021 | online | Technology *If any*      | Total1.0 |
| Provider *If applicable*WVLS, NWLS, SWLS |
| Category *Check one, attach written summary if applicable*[ ]  A. Credit Continuing Education *Attach formal documentation from the sponsoring agency.*[x]  B. Noncredit Continuing Education[ ]  C. Self-directed Continuing Education |
|  | II. SIGNATURE |  |
| **I HEREBY CERTIFY** that the information provided is true and correct to the best of my knowledge. |
| Signature of Participant⮚ | Date Signed *Mo./Day/Yr.* |