Tip Sheet for Shortlisted Applicants

Preparing your 10-minute pre-recorded presentation – Stage 2 of the Northern Access Round

This document includes information, tips and suggested resources to help your team meet CMHC's requirements for preparing a recorded presentation for your Stage 2 Application.

As communicated in our Newsletter on August 2, the purpose of your presentation has changed from simply communicating "additional information" about your solution. The focus is now to create a "pitch" that provides more comprehensive information to the Evaluation Panel.

What you need to know

Requirement: Your team is required to prepare a 10-minute pre-recorded presentation about key elements of your solution to be submitted along with your Stage 2 Application on the Impact Canada Portal by 2:00pm ET on September 14, 2023.

Purpose: The purpose of the presentation is to provide the Evaluation Panel with a thorough overview of your solution, how it works, the intended impact, the progress you have made over the Incubation phase, and how you plan to utilize Implementation funding should you be successful.

Context: Not all Evaluation Panel members will read the full content of your Stage 2 Application, so playing your 10-minute pre-recorded presentation at the Solutions Showcase will provide the Panellists with the information they need to participate effectively in the discussion of your solution.

Format: Your presentation must be pre-recorded and not exceed 10-minutes. The presentation can be in the format of your choosing (video or audio) and does not need to be highly polished or produced.

Acceptable formats include:

1. A recorded PowerPoint presentation with voice-over

2. An edited video with supporting images/visuals of your solution and interviews

3. An audio-based presentation such as a podcast.

Submission: Section 6.1 of the Stage 2 Application is where you can provide a link to your presentation. The application portal cannot accommodate direct uploading of the presentation file due to limits on file sizes. This means you will have to host your presentation on a website or third-party platform such as Dropbox or Google Drive and share the link in your application. See the Helpful Tips & Resources section below for more information.

Solutions Showcase: The Solutions Showcase will take place from October 10 – 13, 2023. It will be a closed-door event, meaning your team will meet with the Evaluation Panel individually. Your 10-minute pre-recorded presentation will be played during your session for the Evaluation Panel, followed by a 15-minute Q&A period. Prior to this, up to four Panellists will have reviewed your application and presentation in detail and will come prepared with questions for your team. More information about the Solutions Showcase event will be shared with your team in the coming weeks via our HSCSP Newsletter and a Solutions Showcase Information Package.

Accommodations: In the interest of keeping this requirement as accessible as possible, please reach out to CMHC at challenge@cmhc.ca if your team wishes to present in a format other than those listed, or if you require any accommodation to participate in the Solutions Showcase.

Frequently Asked Questions: For answers to other frequently asked questions about the presentation and Solutions Showcase, [visit our FAQ online](#) and keep an eye out for our HSCSP Newsletter. If you have additional questions, please reach out to [hsc-dolsupport3@evergreen.ca.](mailto:hsc-dolsupport3@evergreen.ca)

Helpful tips and resources

5 key things to include in your presentation

Your presentation needs to accomplish two goals:

- First, it needs to **inform** the Evaluation Panel about your solution and provide them with the information they need to assess your Stage 2 Application.

- Second, your presentation needs to **persuade** the Panel that your solution is viable, and your team is in a strong position to make the most of Implementation funding.

To achieve this, your presentation should be framed as a pitch that includes the following five components. You do not need to follow this exact order — you might want to talk about the progress you have made advancing your solution over the last year before going into details about how it works or its impact.

As you consider how to incorporate these 5 key things in your presentation, we suggest reviewing the [Communications Workshop](#) for tips on how to craft informative and persuasive messages and guidance on how to create a presentation blueprint.

1. **Overview of your solution**
   Summarize the barriers to increasing housing supply that are faced and the key components of the solution that you are developing. This content is important to provide context for the Evaluation Panel but be careful not to spend all of your time in this section. The Panel is evaluating you on your viability and readiness to implement your solution and the progress your team has made over the past year. If the focus of your solution has changed in the last year, briefly explain this change but focus on the new solution direction.

2. **How your solution works**
   Describe how your solution will work once fully implemented. How will it address the barriers you identified? How will the solution be used? Where possible, use diagrams and visuals to breakdown key features/processes and explain functional or technical details.

3. **Intended impact**
   What is the short-term and long-term impact your solution will have on communities? How will your solution help northern or remote communities increase housing supply? What benefits will your solution have for communities and other interested parties?

4. **Progress you have made advancing your solution over the Incubation phase**
   How has your project evolved over the last year? What actions and steps have you achieved to advance your solution? What new partnerships have you established? What information can you share with the Evaluation Panel that will give them confidence in the readiness of your solution to receive Implementation funding?

5. **How you plan to utilize Implementation funding should you be successful**
   Explain exactly how you plan to utilize Implementation funding over the next year should you be successful. What actions and steps would your team take to continue advancing and implementing your solution through the next stage, and beyond it, if applicable?

> **If your team started to create a presentation under the old guidelines and are wondering what can be done with that content,** it can be included in your Stage 2 Application in Section 2.2 as an optional upload of additional support materials. Note that the Evaluation Panellists who review your application will spend no more than 1-hour reviewing the support materials you include and that you can only upload one document. This means you will likely need to add a link to the content in the same document as any other additional information you wish to add.

Tips for recording your presentation

Things to keep in mind:

- Your presentation can be video, or audio based.
- It doesn't need to be flashy or highly polished – the quality of your presentation (visuals, design, look and feel, etc.) will not be weighted in the final evaluation.

How to record a presentation in PowerPoint:

- You don't need video editing skills or software – you can record a presentation with voice-over narration in PowerPoint!
- Read this online tutorial and watch the following video for a step-by-step guide on how to record a presentation in PowerPoint with voice-over narration. There are two versions of instructions in the online tutorial depending on the version of PowerPoint you have installed.
- **Video:** How to record presentations in Microsoft PowerPoint

- **Exporting your recording:** Once you've recorded your presentation, read this tutorial for information on how to export your recording.

How to record a presentation using Apple Keynote:

- Read this tutorial or watch this video to learn how to record a Keynote presentation

How to record a presentation in Google Slides:

- Google Slides does not have a built-in record function. To record your Google Slide presentation, you need to use a screencast recording tool such as Loom, Vidyard or Riverside. Click the links and follow the instructions.

Suggested tools for simple video editing:

- For those with limited video editing skills, consider the following tools and resources:
- [Basic introduction to using iMovie](#) (included free on all Apple computers)
- [Vimeo has a free online video editing tool](#) that is easy to use for simple edits and trims.
- [InVideo is another great online video editor](#) that is free and easy to use.

General tips for recording a great presentation

- **Be concise:** You only have 10-minutes. For each of the five sections we recommend you include in your presentation, decide what is the most important information to share.
- **Use a script:** Draft a bullet-point script for your presentation to help you keep within 10-minutes while also ensuring you cover all the points that are most important.
- **Use diagrams and visuals:** Use diagrams and visuals to breakdown key features/processes and explain functional or technical details.
- **Use a quiet room for recording:** Try to record your presentation in a room that is quiet and free of background noise. Test your audio settings and explore if the audio sounds better when using your computer's built-in mic, headphones with mic or a mobile phone.
- **Do a test recording:** Do a test recording to iron out technical issues and identify areas to improve or tighten up your delivery.

Tips for uploading your presentation

The application portal cannot accommodate direct uploading of the presentation file due to limits on file sizes. This means you will have to host your presentation on your team's website or a third-party hosting platform and share the link in your application.

Third-party tools for uploading and sharing large files

- [WeTransfer.com](#) – check out this tutorial for [how to use WeTransfer](#)
- YouTube.com – check out this tutorial for [upload video to YouTube](#)
- [Vimeo.com](#) – check out this tutorial for how to [upload video to vimeo](#) and [share the link](#)
- [Dropbox](#) – check out this tutorial for [how to upload files to Dropbox](#)
- [Google Drive](#) – check out this tutorial for [how to upload files to Google Drive](#)

Once you have generated a URL link for your presentation, paste it into the text box in section 6.1 of the application. This screenshot shows you what this looks like:

6.1 Short presentation (10 minutes) about your solution, how it works, and its impact.

Provide a link to your presentation by uploading the presentation to YouTube (or another platform) and creating a private link.

A 10-minute presentation and attending the Solutions Showcase is mandatory for all Applicants.
Applicants can contact Evergreen to review options for creating and submitting their presentation.
⚠ Answer required