

TIPS FOR PRESENTERS: ZOOM PRESENTATIONS

Use this checklist to aid you in designing and creating an effective learning space for your Satellite Workshop.

STYLING YOUR PRESENTATION FOR ZOOM

- Fonts:** Use simple fonts such as Arial or Calibri, and avoid script, cursive, or complicated styling in fonts.
- Colors:** Utilize solid colors without pattern and avoid colors that can impact people that are color blind or have poor vision. Avoid colors like yellow, orange, and pale tones.
- Formatting:** Keep it clean and simple. Avoid the use of too many words or displaying a lot of information at one time. Minimize the number of bullet points to 3-4, try to use less than 50 words on a slide, and take advantage of the notes section in the power point presentation to elaborate on what your slide is illustrating instead of putting it all on one slide. Consider illustrations/pictures and less text.
- Use Animation:** Utilize the animation features in PPT so not all information is displayed at once (or build sequential slides that add content in segments) and you can show the statement or figure you are discussing at the time you are talking. This helps the audience to focus on what you are saying, instead of reading ahead.
- Be consistent:** Use the same font and sizing for title, body, and bullet points. Limit changes in font styles and sizes in the same presentation.
- Use high quality graphics:** Use high quality graphics that will display without blur or distortion across images. This helps your presentation to look more professional.

PREPARING YOUR PRESENTATION FOR ZOOM

- Lesson Plan:** Create a lesson plan including learning goals and key takeaways. Present material in 20 minute segments, followed by Q&A, varying segments, introducing a polling question, utilizing break out rooms, or showing a video have been found to aid in keeping audiences engaged and following along with your presentation.
- Q&A:** Pose open ended questions, and leave time for response (rule of thumb is pause, take drink of coffee, pause, then query).
- Review:** Ask members of EdComm to review your slides for formatting, content, and flow. We are happy to provide feedback to ensure it will maintain the engagement needed for a successful presentation.
- Practice:** We encourage each online workshop to do a practice run through with a member from EdComm. This will allow everyone to understand what is expected from each other on the day of your presentation and reduce the number of potential technology issues and communication issues while you are presenting.

PRESENTATION ETIQUETTE

- Be sure to **clear your background** of any clutter or materials that may be offensive to audience members. Use a virtual background if you are unable to do so.
- A **member of EdComm will be your facilitator** and watch the chat box. This will allow each speaker in your workshop to focus on what is being presented.
- This **workshop will be recorded**. It is best practice to ensure you are free from distraction and sound while presenting. The audience will be muted and asked to use the chat box for questions and comments.

- Speak slowly.** Sometimes while presenting on line audio transmittance of voice can be delayed or go through bandwidth procession errors. In speaking slowly more people will be able to understand you better and the quality of the recording will come out cleaner.
- Pause.** Taking short pauses between subjects will allow the audience to type their questions into the chat box before you move onto a new topic. This will also allow the facilitator to ensure the questions are being asked at the right time.
- Modulate:** Avoid the use of monotonic voice when presenting. Voice fluctuation and energy has shown to increase attention and engagement from your audience. Practicing your presentation and conducting and run through with Ed Comm will allow you to become more comfortable with this.
- Use the presenter's mode.** Do not display all of your slides at one time while presenting. In using the present mode this will aid the audience in being able to focus on what you are discussing instead of allowing their eyes to wonder ahead.

ABRF EDUCATION COMMITTEE'S ROLE

- Moderating:** A member of EdComm will be present to help moderate the chat box, for any questions or comments that may come up during your presentation. At an appropriate time the moderator will facilitate the questions from the audience to the speaker
- Instructions for Attendance:** EdComm will send out an email to all registered attendees with instructions on how to log into your presentation, rules of etiquette that must be followed while the presentation is being recorded, and an acknowledgement that the presentation will be recorded.
- Testing:** Ed Comm will provide each Workshop an opportunity to conduct a practice run through. It is recommended one be done at least two weeks prior to your event and a second practice test is done twenty minutes before your actual presentation.
- Use of Video:** Sometimes while presenters are sharing slides the bandwidth may slow down and disrupt your audio. This can disrupt the transmittal of information to your audience and create technical problems. If you experience this problem while presenting turning off your video feed while screen sharing improves the quality of your presentation and reduces the bandwidth being used across the internet.
- To Help:** Please allow your designated EdComm member to help you through this process. We would like for you to be successful with your presentation. We are here to help you with any feedback, comments, and review of your materials. Often a second set of eyes outside of your presenting group can provide you with some feedback to avoid presentation-day issues.
- Back-up Support:** Send a copy of the final presentation to the EdComm support member and to your co-presenters, in the event that you experience internet connection issues. In serious internet issues arise, you can call in to the Zoom meeting and talk through the presentation while your EdComm member or co-presenter screenshares.