Top Tips for Online Presentations

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"If you think presentations cannot enchant people, then you have never seen a really good one."

- Guy Kawasaki
Congratulations

Resume: I'm Good at Stuff.
Outline

- Preparation
- 5 Key Components
- Questions, Comments and Sharing
- Wrap Up
What are 3 Things that Concern you About giving an Online Presentation?
Preparation
Your Role

- Make Audience at Ease
- Provide Insight/Knowledge
- Do Your Very Best
- Have Fun
Not Your Role

- Moderate/Watch Chat
- Solve Tech Issues
- Know Everything
Preparation Checklist

- Software/Platform
- Time Limit & Audience
- Questions
- Webcam
- Video
- Test Run
- Environment
- Technology
- Get There Early
- Have Notes
- Practice

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In-Person vs. Online

Talking to People                 Talking to a Screen
See Faces                        Can’t See Faces
Energy from Audience             You Bring the Energy
Emotions                         No Emotion
47% of presenters take more than 8 hours to design their presentations.
Outline

- Preparation
- **Key Components**
  - Questions, Comments and Sharing
  - Wrap Up
Key Components

Delivery
Non-Verbal Communication
Content
Visual Content
Accessibility
#1 Delivery
On the next screen, pause it and read the text out loud.

Please time yourself and note how long it took you to read the text out loud.
Lithuania, country of northeastern Europe, the southernmost and largest of the three Baltic states. Lithuania was a powerful empire that dominated much of eastern Europe in the 14th–16th centuries.

Aside from a brief period of independence from 1918 to 1940, Lithuania was occupied by Russia beginning in 1795, was controlled by Germany for a brief period during World War II, and was incorporated into the U.S.S.R. in 1944 as one of its constituent republics. The new Soviet parliament acknowledged Lithuania’s independence on September 6, 1991. Lithuania was admitted into the European Union (EU) and the North Atlantic Treaty Organization in 2004. The capital is Vilnius.

https://www.britannica.com/place/Lithuania
How long did that take you?
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https://www.britannica.com/place/Lithuania
Slow Down and Pause
Filler Words
Punch Your Words
Equal Volume

The orange cat ran fast from the red fox.
Use Variety
Nervousness
Nervousness

YAY!!!
Nervousness

- Practice = Confidence
- Speak Slowly
- Have Water
- Avoid Caffeine
- Be on Time/Early
- Move Before
- Accept It
#2 Non-Verbal Communication
20-Second Pause
#3 Content
Be Prepared
Watch the Time
Pauses/Breaks
Organize the Content

- Introduction
- Body
- Conclusion
What do these have in common?

7 seconds
Introduction

7 Seconds

Leave Meeting
My name is Jamie Matczak. My presentation is called Top Tips for Online Presentations. I’m the Education Consultant for the Wisconsin Valley Library Service. I like to travel. I live in Green Bay, Wisconsin. I’m so excited to be here today. I have expertise on this topic because.....
My name is Jamie Matczak. My presentation is called Top Tips for Online Presentations. I’m the Education Consultant for the Wisconsin Valley Library Service. I like to travel. I live in Green Bay, Wisconsin. I’m so excited to be here today. I have expertise on this topic because.....
My name is Jamie Matczak. I’ll be talking about Top Tips for Online Presentations. I’m the Education Consultant for the Wisconsin Valley Library Service. Let’s get started.
Share Your Roadmap

Outline

- Preparation
- Key Components
- Accessibility
- Questions, Comments and Sharing
Body

- Keep it Simple
- Stick to Your Notes
- Variety – FAQSP
- Participation
  - Yes or No
  - Scale (1-10)
  - Choice
Conclusion

• Summary/CTA
• Story/Quote
• Circle Back
• Questions/Wrap Up
• Thank You
• Contact Info
#4 Visual Content

[PowerPoint logo]
General Guidelines

- X slides for X minutes
- 6 x 6 Rule
- Avoid Reading
- Simplicity
- 24-point font
- Photos
Tools

- PowerPoint
- Google Slides
- Prezi
- Emaze
- Zoho Show
- Keynote
- Microsoft Sway
- Canva
- Powtoon
Colors

- Consistent Theme
- Darker Font on Light
- Lighter Font on Dark
- Avoid Blue/Red/Purple/Green
Photos

- Real
- Stock
- Give Credit
- Not Offensive
Clean Fonts

• Sans-serif:
  - Arial
  - Calibri
  - Century Gothic

• Serif:
  - Times
  - New Roman
  - Georgia
Fonts

• *No Handwriting.*
• NO ALL CAPS.
• **Keep Fonts** *Consistent.* Stick to One or **Two.**
Proofread

- Spelling
- Slide organization
- Photos are relevant

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Links

• www.librariesrock12434324.com
• www.rockinglibraries39024234324.org
• www.libraryconferencesrock384729479424.com
Animation
Script (or no?)

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Contact Information

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Q & A
Close & Turn Off

SILENCE
20-Second Pause
#5 Accessibility
Tips

• 24-point font
• Easy-to-read colors
• Live captioning
• Captioned recording
• Alt Text on photos
Accessibility

Inspection Results

Errors

- Missing alternative text (27)
- Missing slide title (19)

Warnings

- Check reading order
  - Slide 1
  - Slide 14
  - Slide 16

- Keep accessibility checker running while I work

Additional Information

Steps To Fix:
1. Right-click the object, then select Edit Alt Text.
2. If the object is meaningful, type a description of it in the text box on the Alt Text pane; otherwise, if the object is purely decorative, select the Decorative check box.
Describe the Image
Outline

- Preparation
- Key Components
- Questions, Comments and Sharing
- Wrap Up
What are 3 Things that Concern you about giving an Online Presentation?

• Do you feel better about those concerns?
• What will do to alleviate those concerns?

Pick 3 Things you want to focus on for your next online presentation.
Hello
My name is
Awesome

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Thank you!

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