





# Top Tips for Online Presentations

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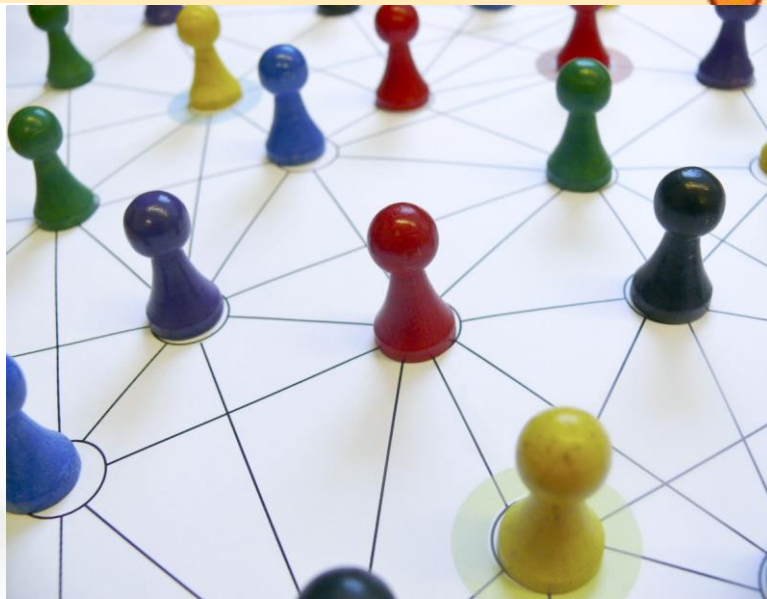


"If you think presentations cannot enchant people, then you have never seen a really good one."

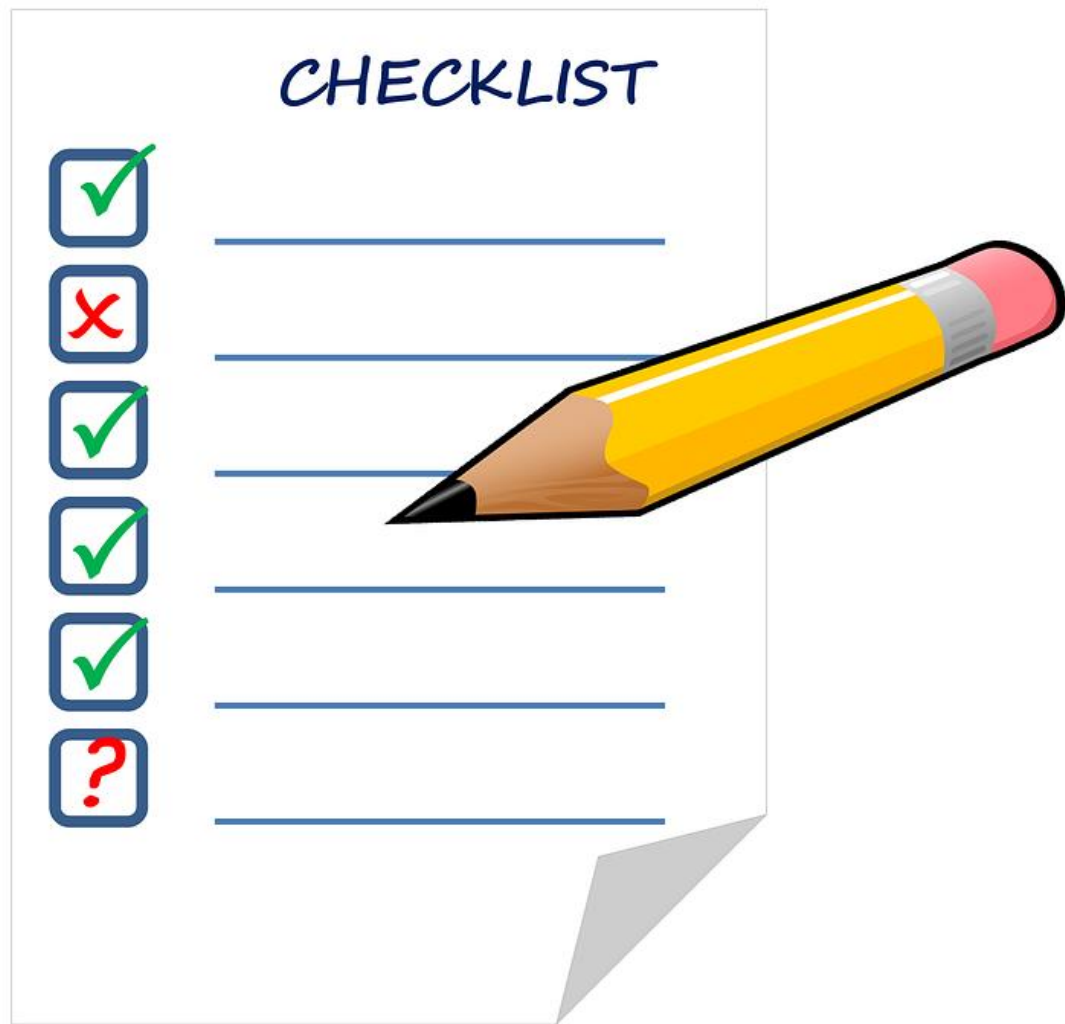
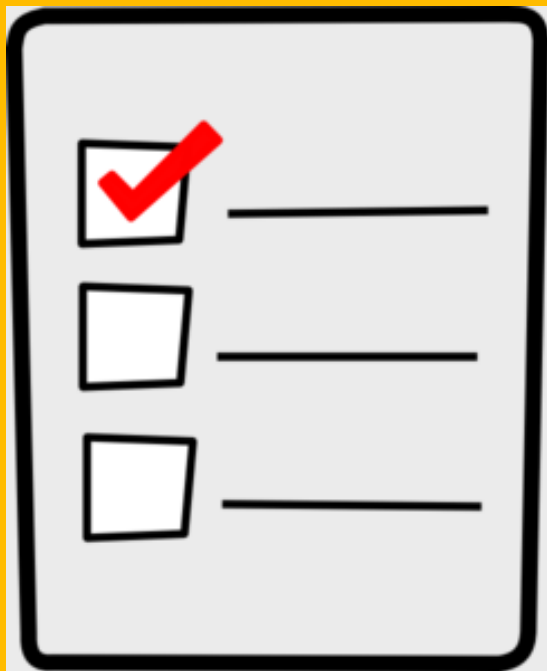
- Guy Kawasaki



**Congratulations**









# Outline

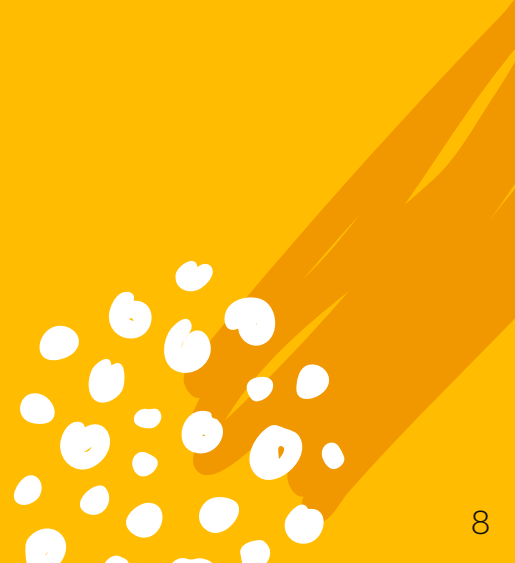
- Preparation
  - 5 Key Components
  - Questions, Comments and Sharing
  - Wrap Up
- 



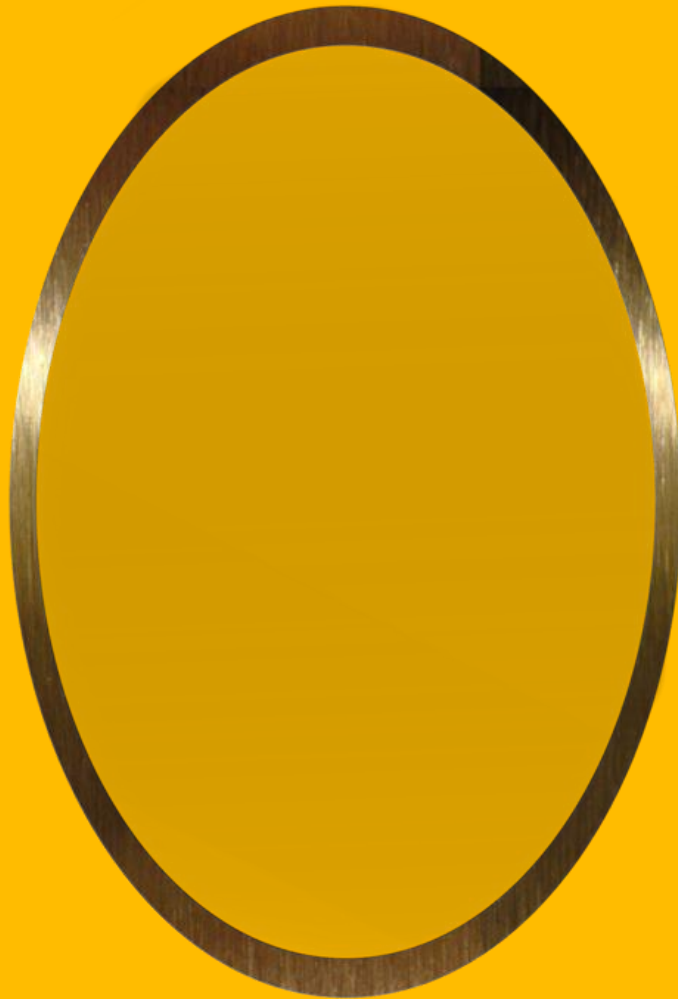
**What are 3 Things that  
Concern you About giving an  
Online Presentation?**



# Preparation

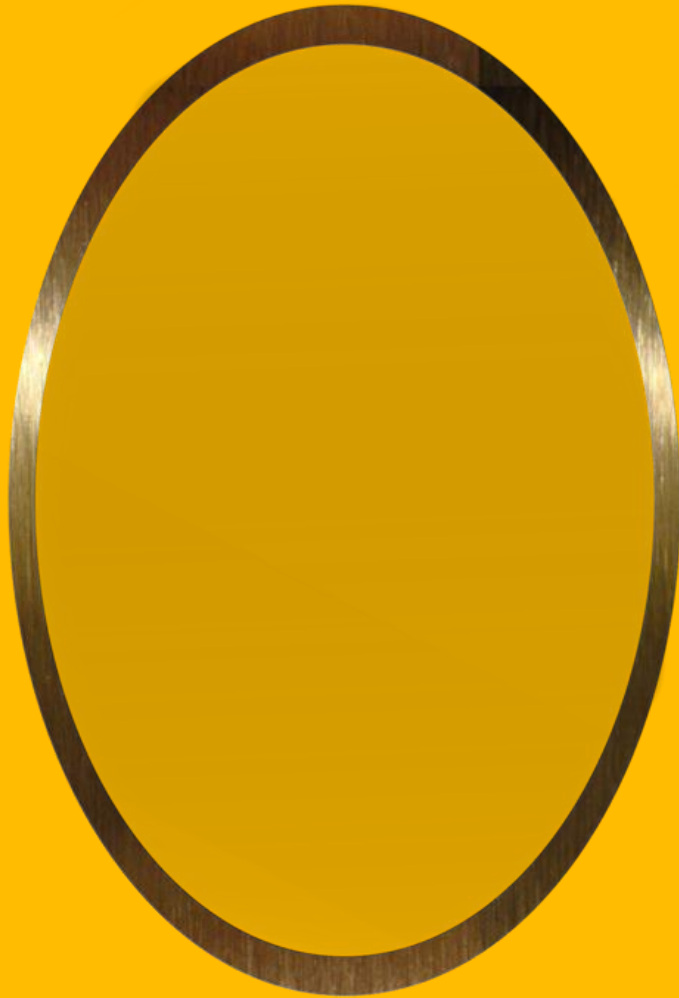






## **Your Role**

- 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





# In-Person vs. Online

Talking to People

See Faces

Energy from Audience

Emotions



Talking to a Screen

Can't See Faces

You Bring the Energy

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 outloud.

**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.

**How long did that take you?**

**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.

# Slow Down and Pause



# Filler Words



# Punch Your Words



# Equal Volume



The orange **cat** ran fast from the red **fox**.

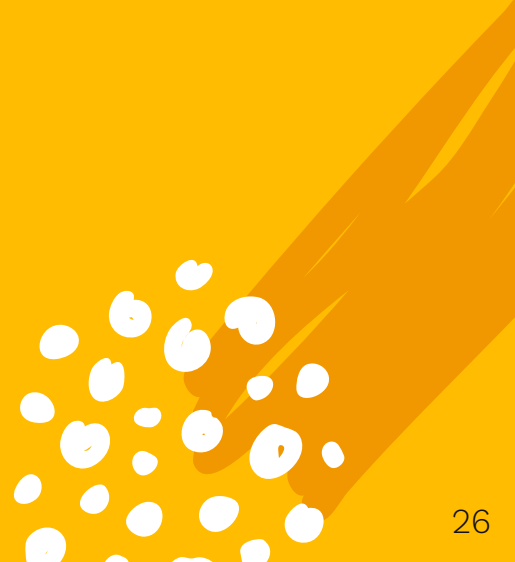


# Use Variety





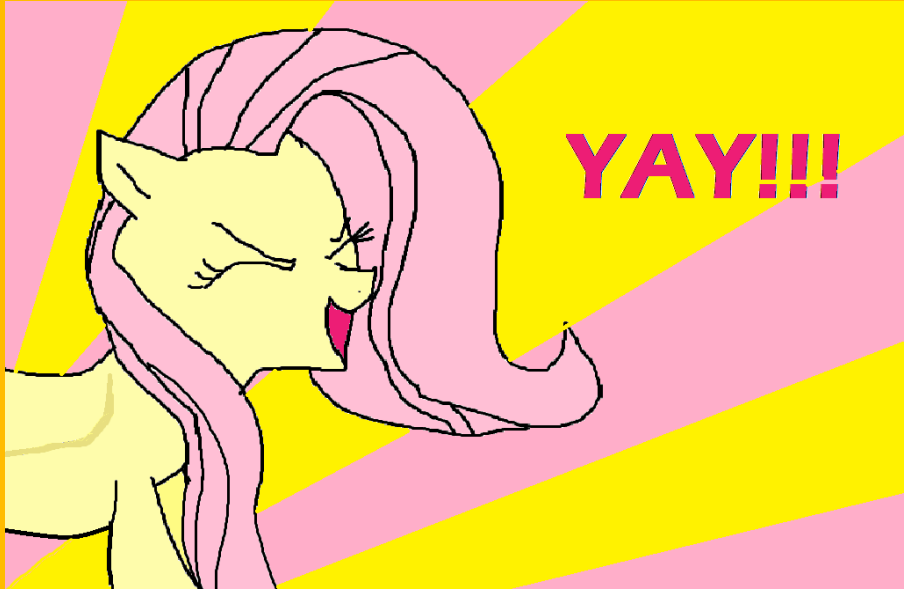
# Nervousness



# Nervousness



# Nervousness



- Practice = Confidence
- Speak Slowly
- Have Water
- Avoid Caffeine
- Be on Time/Early
- Move Before
- Accept It

# #2 Non-Verbal Communication









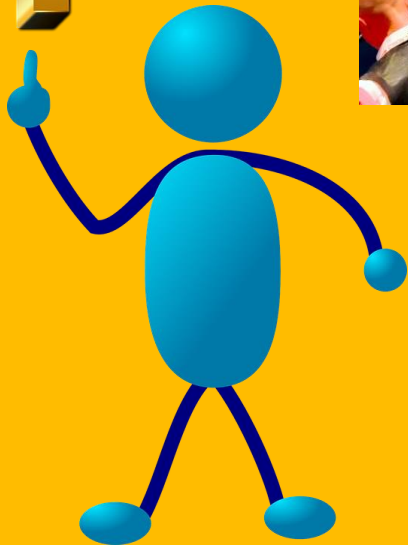
**20-Second Pause**



# #3 Content









# Be Prepared



# Watch the Time



# Pauses/Breaks

**Pause**



# 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.~~

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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



# General Guidelines

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



## Use Variety



## Use Variety



- Speak Slowly
- Speed Up
- Emphasize Certain Words
- Lower Your Pitch
- Increase Your Pitch
- Vary Your Pitch

# Tools

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



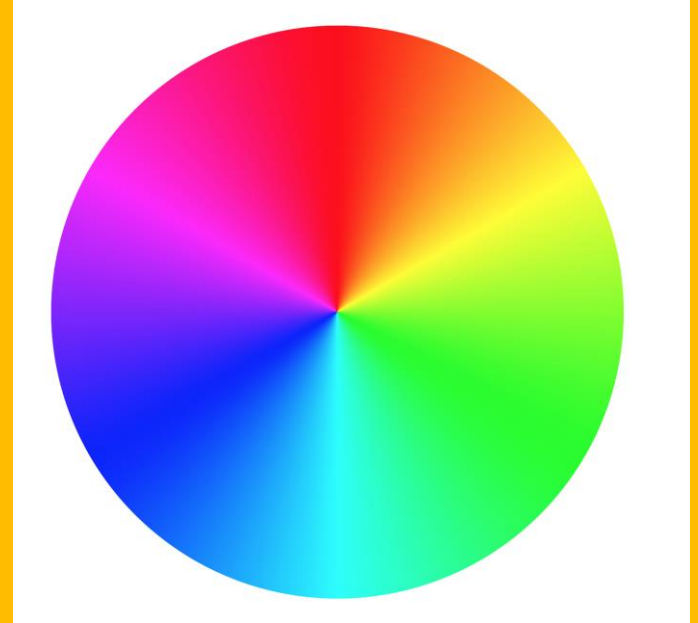
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# Colors

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



# Photos

- Real
- Stock
- Give Credit
- Not Offensive



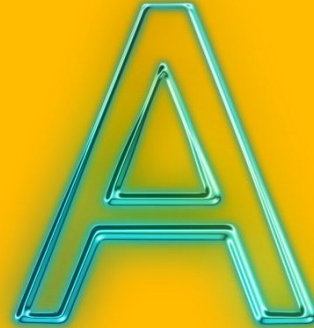
# Clean Fonts

- Sans-serifs:
  - Arial
  - Calibri
  - Century Gothic
- Serif:
  - Times
  - New Roman
  - Georgia



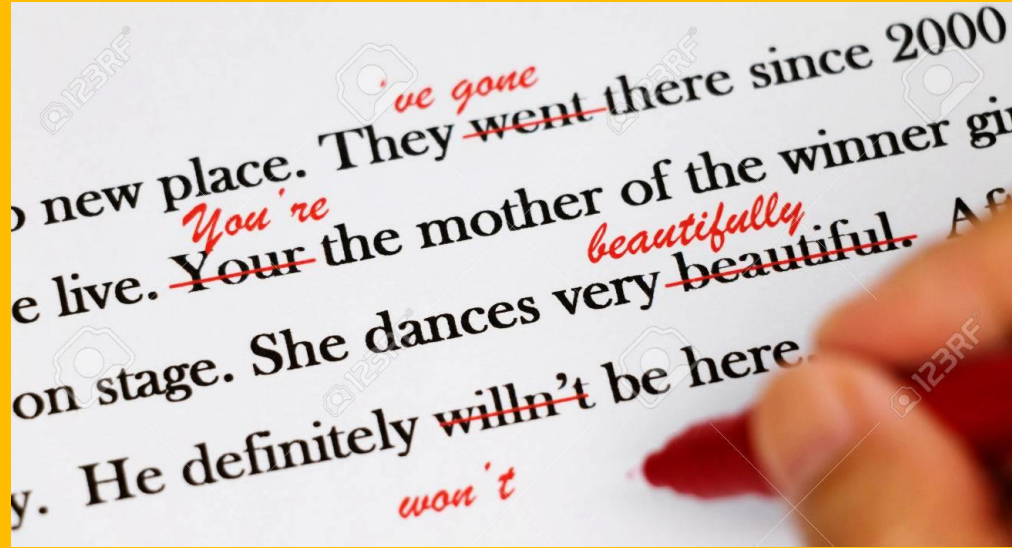
# Fonts

- *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](http://www.librariesrock12434324.com)
- [www.rockinglibraries39024234324.org](http://www.rockinglibraries39024234324.org)
- [www.libraryconferencesrock384729479424.com](http://www.libraryconferencesrock384729479424.com)



# Hand Outs

3/28/2021

**Watch the Time**



- Summary/CTA
- Story/Quote
- Questions
- Thank You
- Questions/Wrap Up
- Contact Info

37

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**Pauses/Breaks**



- Summary/CTA
- Story/Quote
- Questions
- Thank You
- Questions/Wrap Up
- Contact Info

38

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**4. Visual Content**



PowerPoint

39

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# Animation



# Script (or no?)

rs: 10/15/12  
Wot: "So what's your name Tinky?"  
Frik: "It's Frik"  
Kotk: "And my name is ..."  
Wot: "I Don't care."  
[Wot: "Frik? WHERE HAVE I HEARD THAT NAME BEFORE  
FOLLOW ME"  
(Everyone follows Wot) (WIDE SHOT OF LARGE GROUP  
Wot: "I MUST APOLOGIZE FOR THE MESS"  
[Wot SITS DOWN ON TA...  
Wot: "F...

# 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








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File Home Insert Design Transitions Animations **Slide Show** Review View Help Nitro Pro

 From Beginning  From Current Slide  Present Online  Custom Slide Show



Start Slide Show

 Rehearse with Coach  Set Up Slide Show  Hide Slide  Rehearse Timings  Record Slide Show

Rehearse


☐ Keep Slides Updated ☒ Use Timings ☒ Play Narrations ☒ Show Media Controls

Set Up

 Automatic  Always Use Subtitles

☒ Use Presenter View

Monitors

 Subtitle Settings

Captions & Subtitles

## 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.

## Alt Text

How would you describe this object and its context to someone who is blind?

*(1-2 sentences recommended)*

Close-up of question mark on a  
hardwood floor against a wall

Generate a description for me

☐ Mark as decorative ⓘ

# Describe the Image





# Outline

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



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# ***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.











# Thank you!

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