



Top Tips for Online Presentations

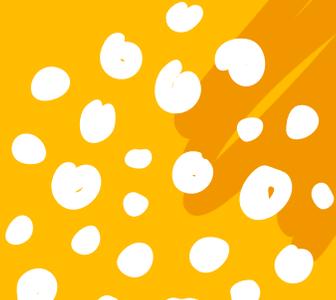
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"If you think presentations cannot enchant people, then you have never seen a really good one."

- Guy Kawasaki







Outline

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

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
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

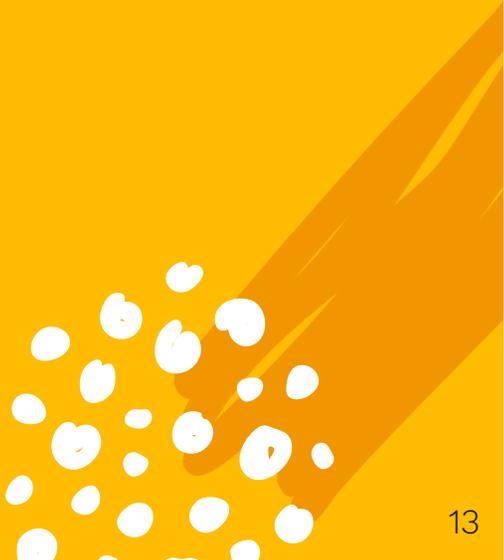


- ~~Preparation~~
 - **Key Components**
 - *Questions, Comments and Sharing*
 - *Wrap Up*
- 



Key Components

Delivery
Non-Verbal Communication
Content
Visual Content
Accessibility



#1 Delivery



On the next screen, read the text, about
Lithuania, out loud.
(Make sure you are on mute).

When you are done, please wait patiently.

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>

Slow Down and Pause



Filler Words



Punch Your Words



Equal Volume



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

Use Variety





Nervousness



Nervousness



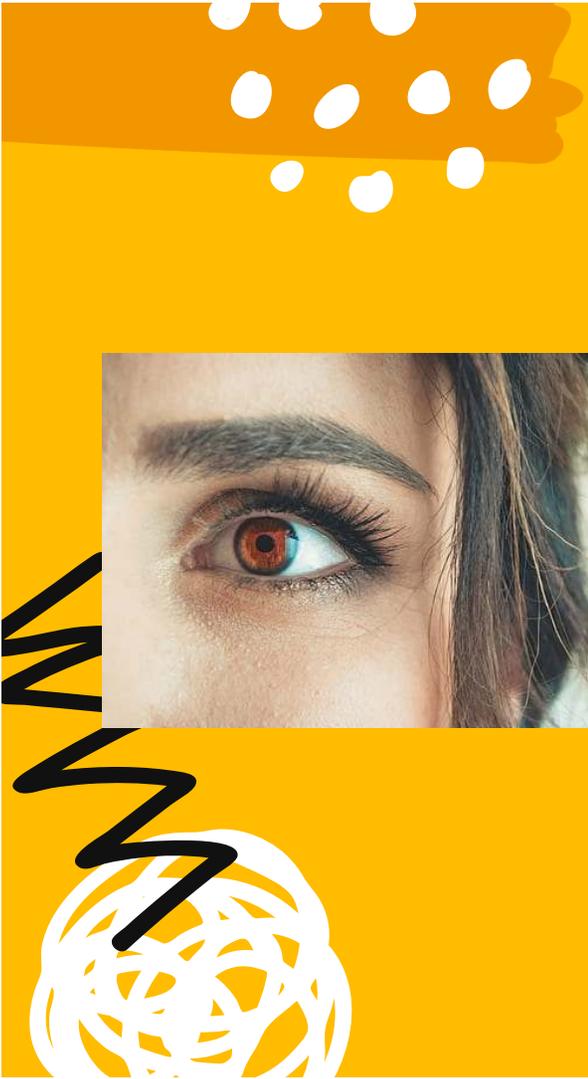
Nervousness

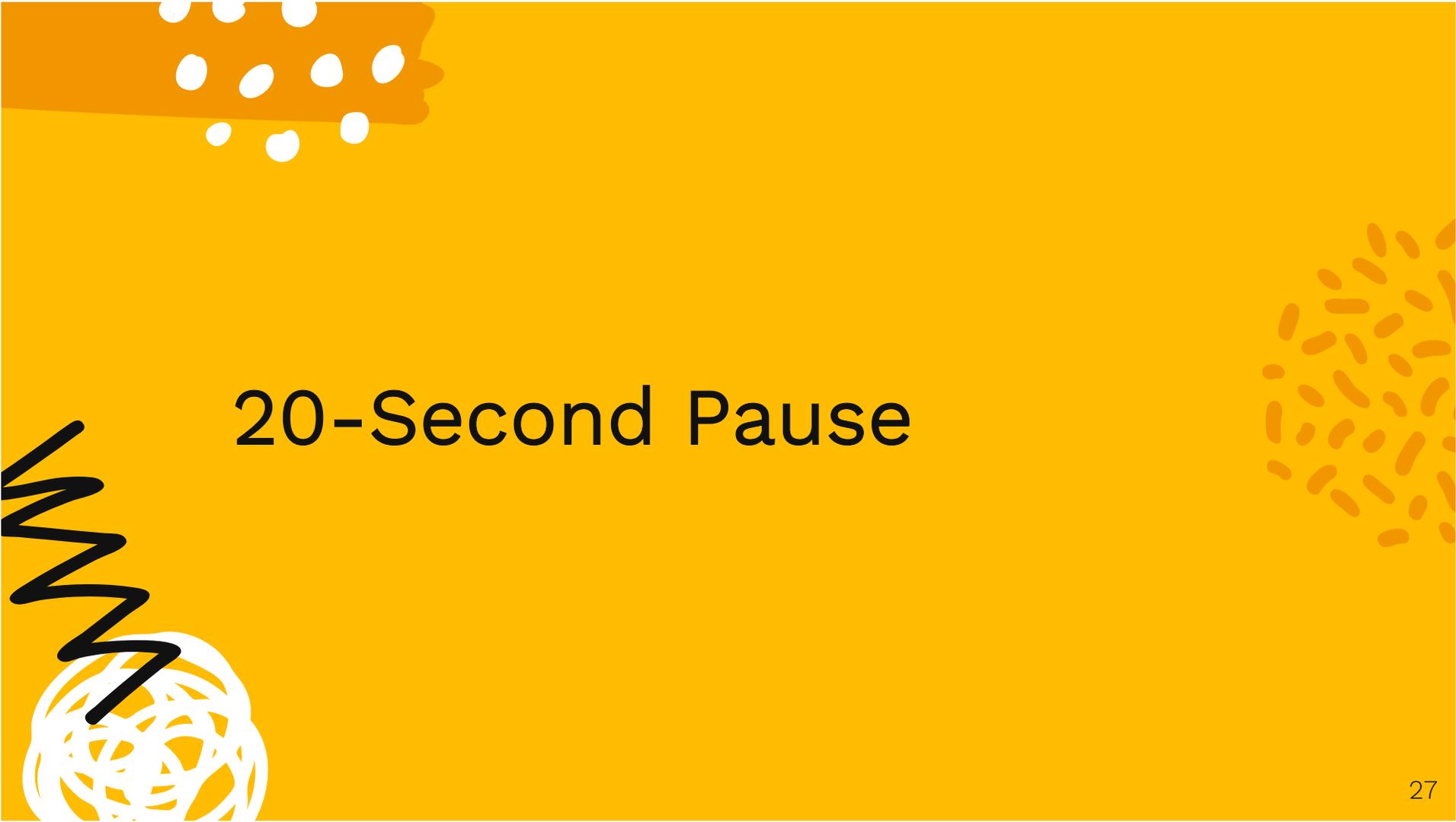


- Practice = Confidence
- Speak Slowly
- Have Water
- Avoid Caffeine
- Be on Time/Early
- Move Before
- Accept It

#2 Non-Verbal Communication



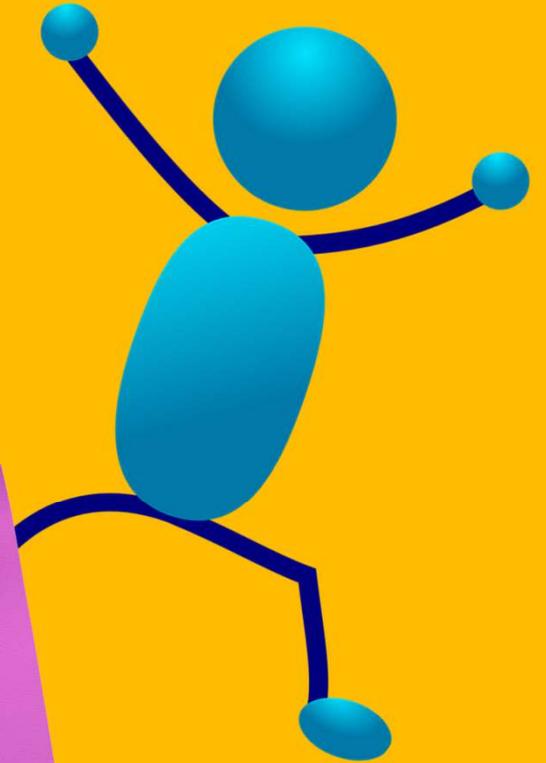
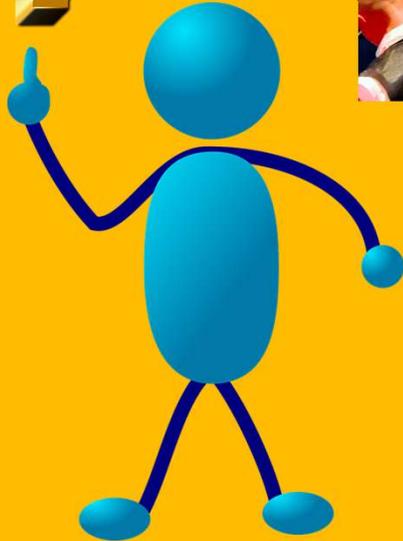


The background is a solid orange color. In the top-left corner, there is a dark orange brushstroke with several white dots scattered below it. On the right side, there is a faint, circular pattern of small orange dashes. In the bottom-left corner, there is a thick black zigzag line that ends in a white scribble.

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

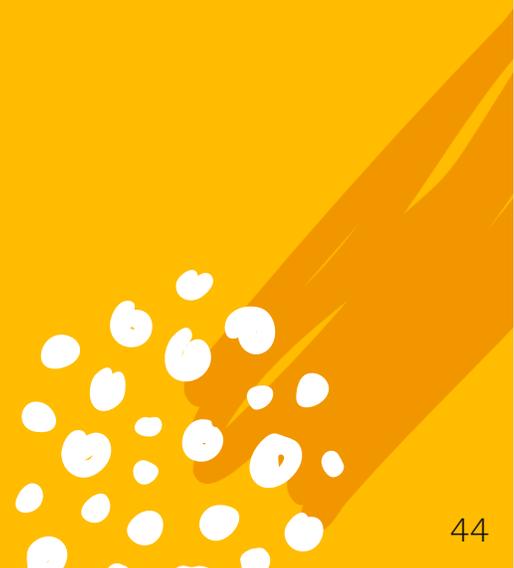


PowerPoint



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

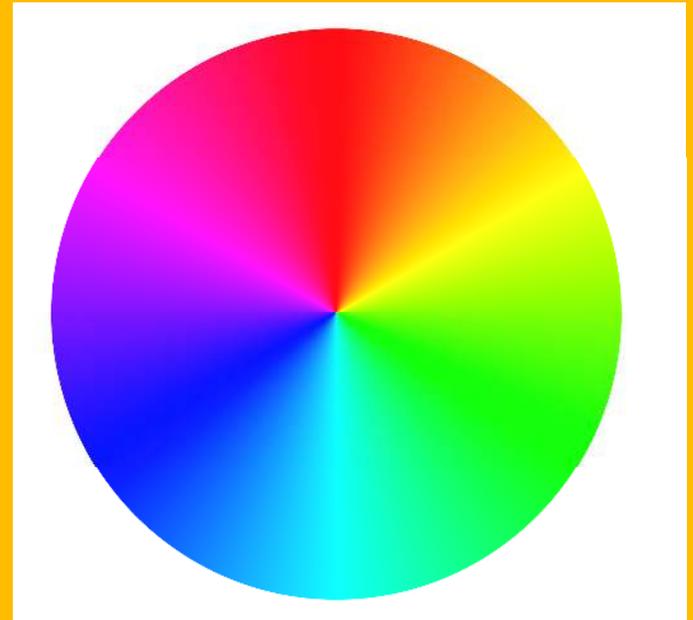


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Colors

- 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



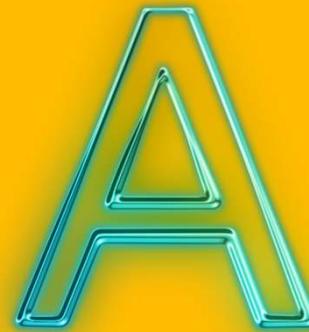
- **Serif:**

- Times
- New Roman
- Georgia



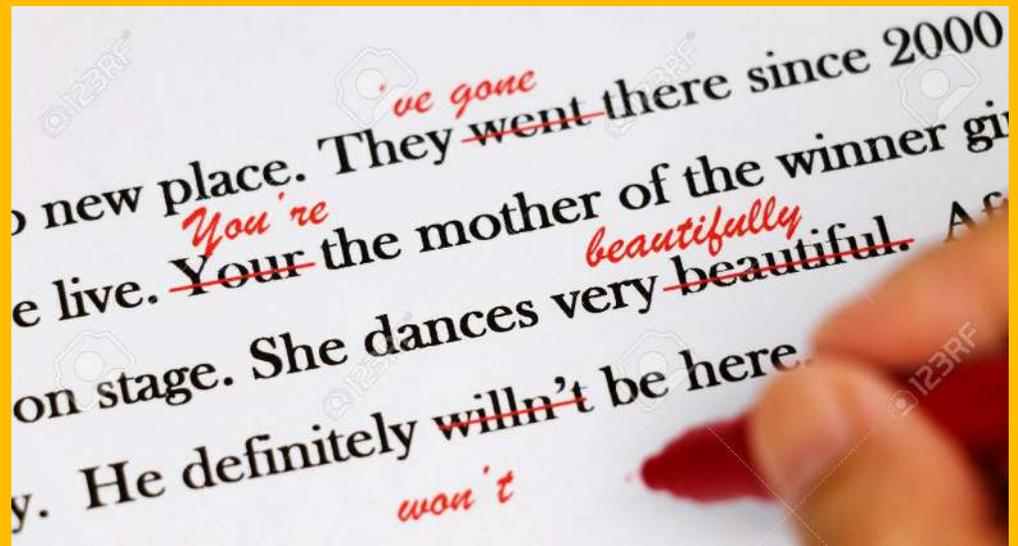
Fonts

- *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
- www.rockinglibraries39024234324.org
- www.libraryconferencesrock384729479424.com

Hand Outs

3/28/2021

Watch the Time



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

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Pauses/Breaks



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

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4. Visual Content



PowerPoint

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Animation



Script (or no?)

rs: 10/15/12
6/12

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"

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Contact Information



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Q & A



Close & Turn Off



SILENCE

The background is a solid orange color. In the top-left corner, there is a dark orange brushstroke with several white dots scattered below it. On the right side, there is a faint, circular pattern of small orange dashes. In the bottom-left corner, there is a thick black zigzag line that ends in a white scribbled circle.

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 [Share](#) [Comments](#)

From Beginning From Current Slide Present Online Custom Slide Show Rehearse with Coach Set Up Slide Show Hide Slide Rehearse Timings Record Slide Show

Keep Slides Updated Use Timings Always Use Subtitles

Play Narrations Show Media Controls Use Presenter View

Automatic Subtitle Settings

Start Slide Show Rehearse Set Up Monitors 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 ⓘ



Outline

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



WAA

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Pick 3 Things you want to focus on for your WAPL Presentation.

3





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Thank you!

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Hand Out:
<https://tinyurl.com/4ubr7p2k>



Free templates for all your presentation needs



For PowerPoint and
Google Slides



100% free for personal
or commercial use



Ready to use,
professional and
customizable



Blow your audience
away with attractive
visuals