PRESENTING TIPS

INTERNET SPEED

The strength of your Internet connection is an important aspect for determining the quality of your live session. Prior to presenting, we recommend running a speed test on your connection. To do this, simply search "Internet speed test" in your browser. You'll likely find several options for your area.

What's our minimum recommendation of mbps (megabits per second) upload speed?

The upload speed is the most important factor for ensuring a high-quality connection during your presentation. If your test results indicate speeds lower than 6mbps, you may want to consider trying another location with faster Internet if that is an option for you. If you are able to limit the number of other devices (smartphones, tablets, and/or computers) using the Internet within your home or office during your session, that can also help maintain a better connection.

SET THE SCENE

1. **Consider your background:** Make sure your background is clean and free from things that might distract from your presentation.
2. **Avoid moving objects:** Chose a location where there are not moving objects in the background – such as cars passing by or a spinning ceiling fan.
3. **Adjust webcam position:** As a rule, placing your camera at eye level will look better than below eye level. If you are using a laptop, this can be done by stacking books, a shoebox, or whatever is handy to provide a stable eye-level surface.

   Remember: When presenting, the webcam is your audience! Just as you would look at the audience during an in-person session, try to look directly at the camera so your presentation is even more engaging.

LIGHTING

1. **Backlit versus front lit shots:** Webcams automatically adjust to the brightest source of light. And if that light is behind you, you're no longer the focus! If there's a window in the room, avoid being backlit by making sure you're facing toward, not away from, the window. This tip also applies to other bright sources of light.
2. **Overhead lighting and window lighting:** If possible, avoid relying solely on overhead lighting, as this may cause shadows. Lower lighting sources will often help fill in those shadows. This includes windows. If there's a shade or sheer on the window, that will help prevent direct sunlight from overexposing the shot.
3. **Use lamps:** Placing lamps with shades near you can also provide good soft sources of light. Lamps without shades – such as desk lamps or floor lamps – can be pointed towards a nearby white (or light-colored) wall to make a good soft light source. These types of open-bulb lights usually look less flattering when pointed directly at you.
4. **Reduce glare on glasses:** If you wear glasses, and are using lamps for lighting, you may want to position the lamps slightly above you to minimize any reflections in your glasses.

OCALICONLINE 2024

PRESENTER PREPARTION TIPS

PLAN AND PRACTICE IN ADVANCE

1. **Start planning your presentation early.** Consider how you can adjust your content for the online experience. Determine the main ideas you want to convey and how to best express these ideas in an online format.

2. **Choose engagement strategies that are suitable for your content and comfortable for you.** There are many ideas listed below and across the Internet. Select a few that you feel at ease using. Nothing is required, but creating an engaging presentation will help attendees best process and retain the information you share.

3. **Use the Zoom platform** to practice as much as possible. This will help you be more comfortable on the day of your presentation.

4. **Use Share Screen** fuction to show your slides, videos, or other materials.

5. **Practice transitioning** between your materials and your co-presenters. Work to establish a natural rhythm and timing as you display media and then switch back to showing your face(s) as you elaborate.

6. **Develop your comfort with dialogue** and the flow of talking points between co-presenters.

7. **Determine where and how you present most authentically.** Many presenters may prefer to stand while others feel more comfortable sitting. Choose a stance that allows you to best convey the information to the audience in the most engaging and comfortable manner.

8. **Rehearse a live-audience reaction and response** to your main points, questions, and/or activities by practicing in front of co-workers, family, or friends. Frame your practice as a dress rehearsal – wear the same shirt you will during the presentation, practice during the same time of day and/or using the same lighting, practice from the same location, use the same Internet connection, etc.

9. **Place photos** of smiling faces or inspirational quotes next to your camera or across from where you will present to help remind you to smile and have fun! Remember – the camera is your audience!

10. **Evaluate and edit.** Record your presentation and watch it. What did you do well? Where could you improve? Does your session need more details, explanation, or examples?

11. **Double check the timing/length of your presentation.** Does it fall within the recommended 55-58 minutes? Did you have fun? Did it feel natural? Please plan to present content for the full amount of the session time. We encourage you to incoporate question and answer time throughout the session. If you save it for the end, be sure you have the last words. Use the final few minutes to provide a wrap up or summary of your content – or an inspirational closing thought.

12. **Make adjustments and practice again, and again, and again!** The more you practice in advance, the more comfortable you will be on your presentation day!

MAINTAINING AUDIENCE ATTENTION

1. **Use visuals** to support your content. Use applicable props, examples, or demonstrations.
2. **Use a minimal number of slides.** How else can you engage your audience besides showing slides?
3. **Minimize the amount of text on a slide.** Be aware of your font size – 28 point font is recommended.
4. **Tell stories and use examples** to elaborate on your points and create a connection with the audience.
   i. Note on security and privacy: Presenters who use real-life examples or case studies as part of their presentation are strongly encouraged to share an overt and verbal statement that either: (1) they are sharing a case study of a made-up/fictitious student (names and details have been changed or do not represent any one student or situation), or, (2) that presenter(s) has received all permissions (including parental permission) to disclose personal information about the student and/or situation.
5. **Switch between showing your slides/media and your face.** Attention is not easily held when only slides are shown for an extended period of time. As human beings, we like to see the faces and expressions of other human beings.
6. **Limit the amount of information on each slide.** This helps focus on the main idea and keeps the content moving.
7. **Consider your location.** How might presenting from a classroom, home, child care center, job site, or other environment help highlight or support your session content?

CREATING AUDIENCE ENGAGEMENT

1. Create an opening ice breaker question to get everyone engaged and responding in Zoom chat they first enter the session.
2. Show a slide with a multiple choice question (similar to a poll) and have attendees answer in chat.
3. Dialogue and have fun with your co-presenters!
4. Add questions or prompts to a shared Google Doc in real time and have attendees respond.
5. Introduce a prompt or activity, then allow time for attendees to consider or complete on their own.
6. Provide links in the chat throughout the presentation to additional content, information, or references.
7. Investigate the use of Zoom annotations or reactions during your presentation.
8. Use Zoom breakout rooms to divide the attendees into smaller groups for discussion or activities. Be mindful to also use the main room as a breakout – it is the room that will continue to be recorded for the on-demand playback of your session. The other breakout rooms will not be recorded.
9. Use fun, creative ideas to divide the attendees into smaller groups to engage together in a prompt/activity in a Google Doc. *(e.g. if your birthday is in January through April work on question #1, if your birthday is May through August question #2, if your birthday is September through December question #3).*
10. Ask attendees to summarize main points as you go along such as writing down an elevator speech of what they are hearing. Have them share their thoughts/reactions in the chat or a Google Doc.
11. Extend the application beyond the session by giving attendees a minute to text or email a co-worker about how they will utilize or implement what was presented.
12. Have attendees post ideas on social media. Don't forget the hashtag – #OCALICON2024
13. End by providing your email address or by referring back to the Google Doc link (if applicable) for attendees who want to continue the conversation. In order for the overall conference schedule to stay on track, the session must conclude at the scheduled end time. Please be mindful of the end time and help your attendees finish well!