



<b>Webconferencing Best Practices for Presenters</b>		
<b>Before</b>	<b>Create Your Presentation</b>	<b>PowerPoint Design Tips</b>
	<ul style="list-style-type: none"> <li>• Include an <b>introductory slide</b> that shows the interaction tools and audio setup instructions.</li> <li>• <b>Incorporate interactivity</b> to keep your audience engaged:               <ul style="list-style-type: none"> <li>○ Begin your session with a simple interactive activity to set expectations.</li> <li>○ Include interactive activities, such as polls, throughout the session.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Include <b>visuals/images</b></li> <li>• Use <b>case studies, analogies and examples</b></li> <li>• Font size should be minimum of <b>30pt</b> <ul style="list-style-type: none"> <li>○ Put detailed text in a separate document and distribute before the presentation.</li> </ul> </li> <li>• <b>Avoid animations</b> and slide transitions</li> </ul>
<b>During</b>	<b>Beginning of Session</b>	<b>Getting Help</b>
	<ul style="list-style-type: none"> <li>• <b>Check your audio</b></li> <li>• <b>Share your video</b> so attendees can put a face with the voice.</li> <li>• <b>Cover housekeeping items:</b> <ul style="list-style-type: none"> <li>○ Where will the slides be available?</li> <li>○ Will the recording be available and when/where posted?</li> <li>○ How will you take questions?</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Know the <b>contact information</b> (email/cell) of the event facilitator.</li> <li>• Contact the <b>ICS help desk</b> if there are technical problems:               <ul style="list-style-type: none"> <li>○ 1-800-442-4614 (toll free)</li> <li>○ 1-608-262-3399 (local)</li> </ul> </li> </ul>
<b>After</b>	<b>Recordings</b>	<b>Post-Event Communication</b>
	<ul style="list-style-type: none"> <li>• <b>Edit</b> your recording</li> <li>• <b>Post</b> your recording link or file</li> </ul>	<ul style="list-style-type: none"> <li>• Send <b>follow-up emails</b> to attendees</li> <li>• <b>Answer</b> any remaining questions</li> </ul>