

## Tips for Web-Conferencing Presentations

### Welcome to iLinc Web-conferencing

A great advantage of using iLinc web-conferencing is that it allows for real-time interaction between participants and presenters who are not in the same location. Many first-time web-conferencing presenters find this format slightly intimidating because they cannot see the audience or their reactions. The Northwest Center for Public Health Practice has compiled these tips based on our experience with iLinc and suggestions from previous presenters. We hope you will find these suggestions useful as you are creating and delivering your presentation.

### Designing Your PowerPoint Slides

Tips make your slides more readable and conducive to a web-conferencing presentation:

- Include a presentation outline slide and a learning objectives slide.
- Incorporate photos, drawings, charts or other images that illustrate your key concepts. Be careful that you do not use copyrighted images unless you have appropriate permission.
- Limit the number of slides you have.
- Include questions for feedback polls. (See Presentation Strategies below).
- Note that PowerPoint slide animations will not work in iLinc. The slides are converted to images when the file is uploaded to iLinc.
- Do not use blue, green, or other dark colors as your slide background. These obscure the visibility of the iLinc tools, e.g. pointer and highlighter.

### Presentation Strategies

Tips for engaging the audience:

- Make your presentation interactive for your benefit as well as the participants. iLinc offers an instant Feedback Polling tool, which can help you engage the audience. You can gather feedback by asking participants to respond to questions that will help you gauge their understanding of and/or experience with the topic. The following standard answer sets can be used with your questions:
  - Yes / No
  - True / False
  - Strongly agree / Agree / Disagree / Strongly disagree
  - A / B / C / D
- Maintain participants' attention by speaking in a loud, clear, and lively voice.
- Make use of the pointer and drawing tools to highlight important concepts on your slides.
- Try not to read your slides word-for-word.
- Practice and be familiar with the order of your slides, so that you can anticipate how questions and feedback might lead in to your next slide.
- Structure your presentation to allow time for questions and comments from participants.

### Technical Essentials

Essential steps to follow to ensure a smooth web-conferencing session:

- **Before the session begins:**
  - Upload your slides to the iLinc session at 1024 x 768 size using enhanced or premium. (Do this *at least* 45 minutes prior to your session start time).
  - The presenter must "take the floor" by clicking the Floor Holder icon or the blue presenter button, so that he/she is in control of the presenter's tools.



- Remind participants to use either the Hand Raise button or Text Chat feature to ask questions during the presentation.
  - The Hand Raise button will indicate to the presenter that a participant would like ask question. The presenter should call on them when appropriate.
- Ask participants to mute their phones (especially speaker phones) to minimize background noise.
- Tell participants to close (or minimize) any other windows, e.g. their email, so that the iLinc Powerboard window is not obscured.
- **During the presentation**, the presenter should:
  - Use the pointer, highlighter, and other drawing tools to highlight important concepts.
  - Use lightening bolt to bring participants back to correct slide (as needed).
  - The presenter must have the floor in order to have control of the iLinc tools.
  - Open any Feedback Polls and use the eraser to clear feedback once the question has been answered.
    - Note: Only the floor holder can start a poll, but anyone designated as an assistant can clear the polls. (So be careful not to click the eraser!)
- **At the end of the session**, the presenter should:
  - Thank the audience for participating.
  - Save text chat (if desired).
  - Close the iLinc session and choose to log out all remaining people.

### Other Questions

If you have any questions contact technical support at the Northwest Center for Public Health Practice.

Email: [nwcphp@u.washington.edu](mailto:nwcphp@u.washington.edu) (ATTN: iLinc Support)