Tips and Best Practices for Professional Presentations

<u>Virtual Presentations</u>

You may be called upon to present virtually or remotely through a conferencing software such as Skype, WebEx, Adobe Connect, or Zoom. This may be part of entirely virtual conference events, in which all attendees and presenters are in different locations, or it may be targeted for an audience that is largely together in one location. It may be synchronous (live), or asynchronous (pre-recorded).

Many presentation formats can be presented virtually, including papers, lightning talks, posters, workshops, and more. It is important to note that virtual presentations often require different types of preparation than in-person presentations.

Note that most online meeting and presentation software is not accessible to people with print disabilities, including those using screen readers. You should plan to discuss with software administrators or ALA program planners what you can do to promote equity of access and make sure that everyone who wants to participate can do so.

Before the presentation…

- Check in with event organizers on requirements or expectations for hardware and software, including:
  - Microphone
  - Webcam
  - Conference or chat software
  - Login information for using conferencing platforms
  - Accessibility and accommodations for audience members or presenters with disabilities
  - Requirements for slides or other presentation materials, including file types, file sizes, fonts

- If presenting as a group, check to make sure that you will have the number of logins into the conference interface that you are expecting. This will affect whether your group presents together in one room, or separately from various locations.

- Try to learn the conferencing software's capabilities beforehand. Topics of exploration might include:
  - Interaction with your audience. For example:
    - Is there polling capability? Is there a chat box? Is there an open "whiteboard" sketch space to share visual ideas?

Tips and Best Practices for Professional Presentations

- Will audience members communicate with presenters through chat, or through microphones and/or webcams? How will this be managed during the presentation to prevent bandwidth overload or audio feedback?

  o Interaction with other presenters, if there are multiple. For example, will you take turns sharing your screens with the audience to display slides?

- Please refer to the "Papers and Panels" best practices tip sheet for creating your presentation content and visuals.

Resources for Further Exploration

Cascio, K. (2017). ALCTS Exchange program developer tips.
Coleman, M. & Hurst-Wahl, J. (2016). Creating effective webinars.
Hollier, S. (July 1, 2016). Webinar software round-up: Are there any accessible options out there? AccessIQ.org.
Mandel Communications. (2009). Best practices for excellent presentation in the virtual world.
WhatWorks. (2013). 28 best practices for delivering engaging virtual presentations.