

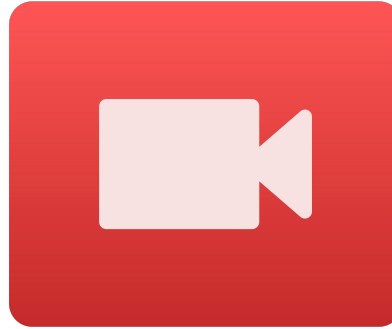
OLC Accelerate 2020: The Basics of Preparing for Session Engagement

Welcome! We will begin promptly at 1pm ET

Please feel free to introduce yourself in the Chat or let us know if you need help.



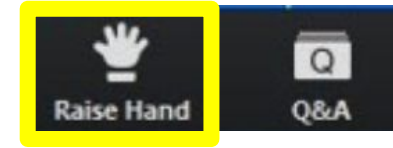
The Webinar Will Be Recorded



The link to the recording and presentation slides will be posted on the Presenter Services page. <https://onlinelearningconsortium.org/attend-2020/accelerate/presenter-services/>

Participating in this session

1. Click on **Raise Hand** to ask a question



2. Click the microphone to share your audio



3. Click the microphone again to mute



Panelists



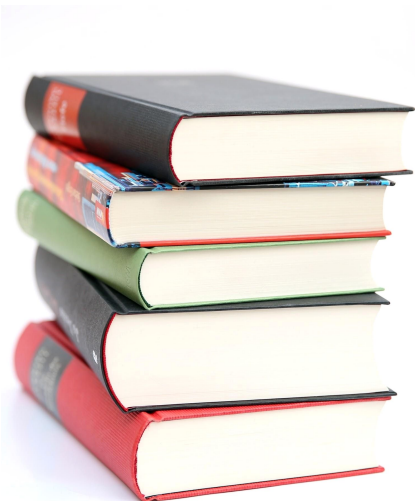
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Presenter Services Co-Chair
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The Basics of Preparing for Session Engagement

Tawnya Means and Sherri Restauri

OLC Presenter Services



ONLINE LEARNING™
CONSORTIUM

Goals for today's session:

- Review of session types and appropriate engagement techniques
- Discuss key considerations for designing and delivering an effective virtual to virtual presentation.
- Consider technology, interactivity, and creative ways to share content and effectively engage your audience.
- Humanizing your presentation
- Presentation logistical considerations

Engaging Participants

- People want to feel heard... how are you giving them opportunities to talk, discuss, ask questions, share ideas?
- How you do this depends on your session type
- Plan ahead (don't try to wing it)
- Have a back up (what will you do if...)

Session Description

Education sessions are:

- 30-35 minutes of presentation
- 10-15 minutes Q&A and group discussion

Appropriate methods of engagement:

- Polling, chat, Twitter hashtags, collaborative notes, audio/video Q&A

Session Description

Express Workshop sessions are:

- 30-35 minutes of presentation and interactivity
- 10-15 minutes Q&A and group discussion

Appropriate methods of engagement:

- Polling, chat, Twitter hashtags, breakout rooms, collaborative notes, shared deliverable, audio/video report out or Q&A

Session Description

Gamified sessions are:

- 30-35 minutes of presentation via gamified experiences
- 10-15 minutes Q&A and group discussion

Appropriate methods of engagement:

- Polling, chat, Twitter hashtags, breakout rooms, shared deliverable, competitions, games

Session Description

Workshops

- 120-minute block of presentation and interactive experiences
- Format: 45 min - 30 min break - 45 min

Appropriate methods of engagement:

- Polling, chat, Twitter hashtags, breakout rooms, shared deliverable, audio/video report out

Session Description

Pre-conference Workshops

- 3 hours of presentation and interactive experiences (*All on Friday, November 6*)

Appropriate methods of engagement:

- Polling, chat, Twitter hashtags, breakout rooms, collaborative tools, shared deliverable, audio/video report out, follow up opportunities

Session Description

Lightning Talks

- 15-minute short provocation
- Format: 1-2 minutes for introductions, 7-8 minutes for the main presentation, and 5 minutes for questions (recommended)

Appropriate methods of engagement:

- Chat, Twitter hashtags, follow up opportunities

Humanizing Your Presentation

**Technology isn't
your presentation**

Technology
creates the
environment for
your presentation



Setting the Stage

Manage your environment

- Select your location - lighting, noise, camera view
- Minimize disruptions - prevention, communicate
- Plan for disruptions - humanize the experience

Lighting

- Avoid bright backdrops (windows, lamps) which cause overexposure
- Face a window (or light your face)
- Practice your lighting (most computer cameras will automatically adjust to the lighting, try to make the light even)

Poor lighting example



Good lighting example



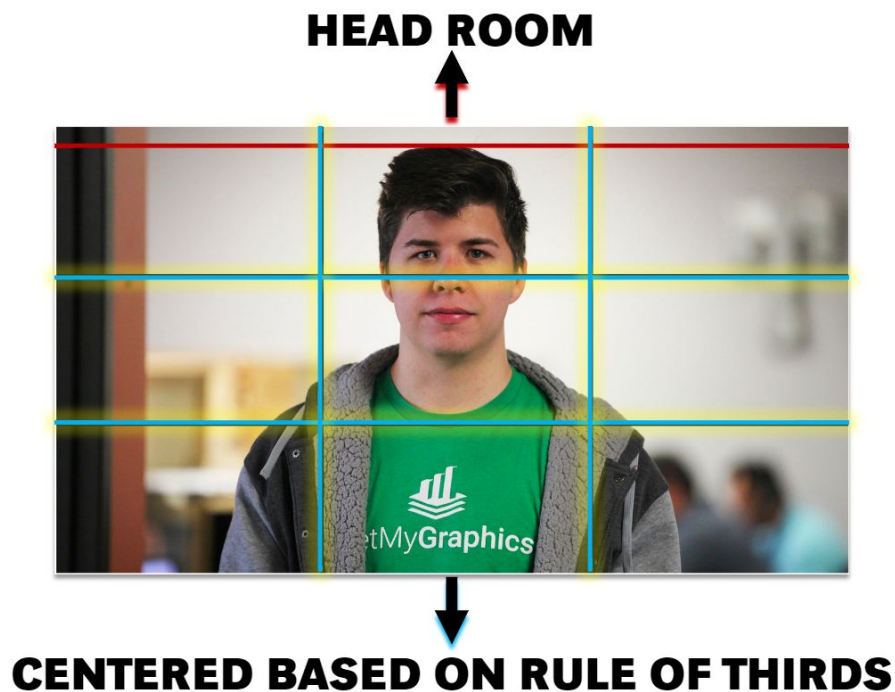
Noise

Background noise:

- Avoid air vents (turn off an air vent located near or above you)
- Close your door (hang a sign)
- Use an Aux Lav mic or headset if possible
- Check your computer audio settings
- Do a test meeting or recording and playback audio

Depth of field settings

- Rule of Thirds (*center yourself*)
- Headroom (*make sure you do not have too much or too little*)
- Camera position (*eye level, 2-3 feet away*)



Preparation

- Write a script in conversational language
- Practice (in front of mirror, with people)
- Don't read it! (use a bullet point cheat sheet)
- Use facial expressions during practice, blink!
- Be comfortable with small errors in your speech
- Practice eye contact (look at the camera)
- Dress professionally (dark, plain clothes)

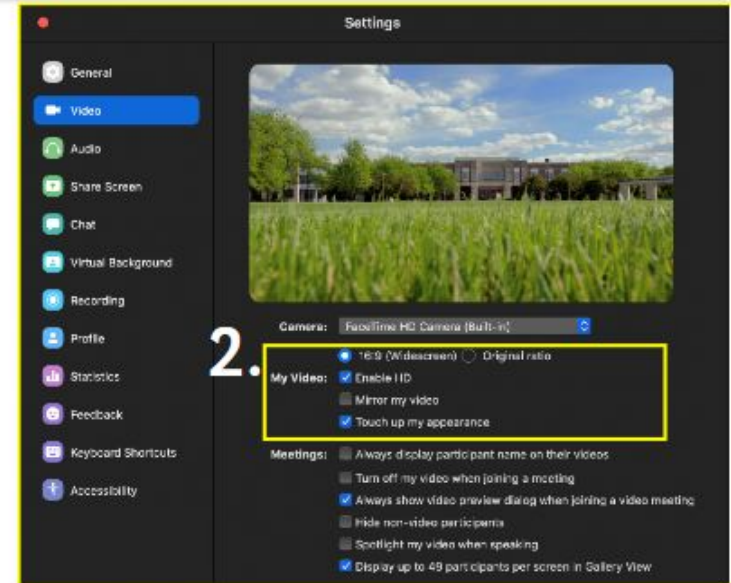
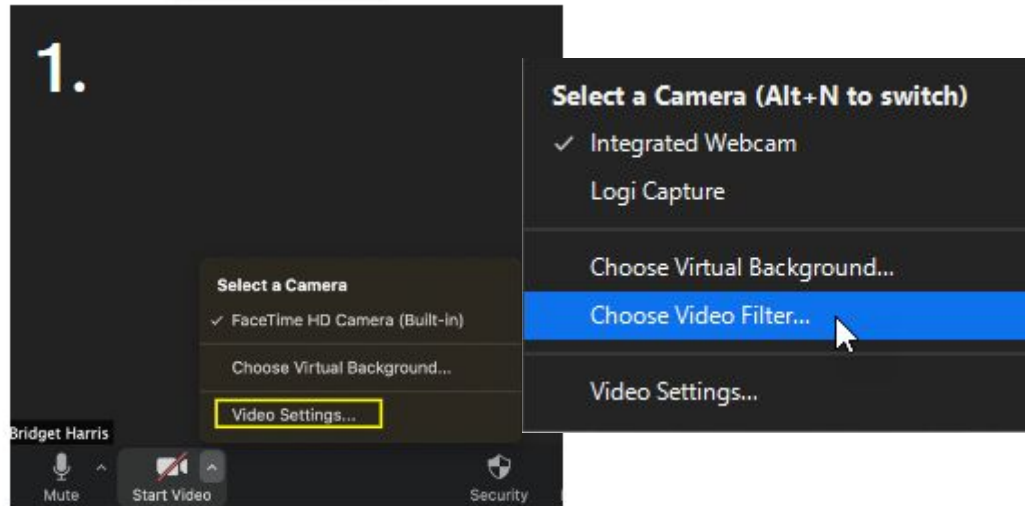
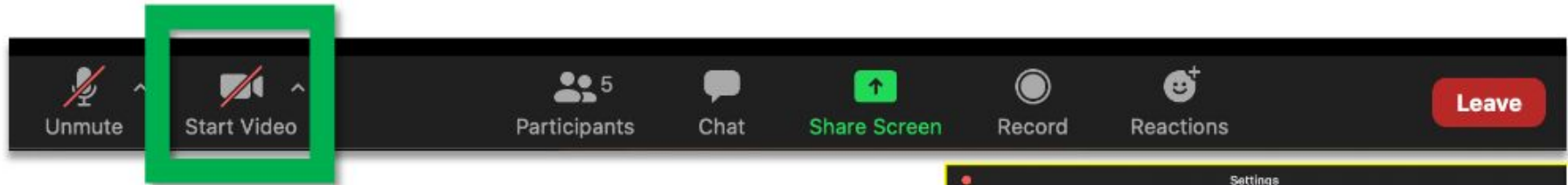
Setting the stage

Manage your technology

- Assess hardware - Webcam, audio, which screen will display, lighting
- Assess software - Screen sharing, multiple presenters
- Test your connection/bandwidth
- Don't rely solely on your technology
- Test, test, and test some more



Setting up your camera and background



Being present in your own presentation

During your session:

- Ratio
- Background
- Look at camera (not yourself)
- Hide non-video participants
- Animating, tone, hands
- Talk TO and WITH your participants (not AT them)



Connecting with your participants

Involve Participants

Ask questions or encourage comments in chat, monitor and acknowledge

Use names

Polling or collaborative notes

Props can be good

And...

Be animated, tone, hands

Look at the camera

Smile!

Humanize and engage

- Polling (in Zoom, Poll Everywhere, Mentimeter)
- Chat (in Zoom)
- Twitter hashtags (#OLCAccelerate)
- Collaborative notes, shared deliverable (Google)
- Audio/video report out, Q&A
- Competitions, games (Kahoot!, Quizizz)
- Follow up opportunities (Google form, survey)

Is your presentation visually accessible?

- Can we see colors and contrast? Are you using accessibility effective practices?
- How does your presentation look in Zoom?
- Are your slides clean and uncluttered?

Is your presentation shareable?

- Check settings for sharing
- Will all your materials during the presentation be available on the presentation or other document?
- If you are using other materials, how will you share them?

Is your presentation engaging?

- Find your style
- Bullet points, graphics vs. words, images/videos/audio
- Test it out on your own screen and with a friend

OLC Staff Will Help

Zoom housekeeping - Tech support - Help in the chat

However, be practiced and prepped - have a plan and communicate ahead of time

Session Chair -

Will help moderate the chat, keep time, bookend announcements & reminders

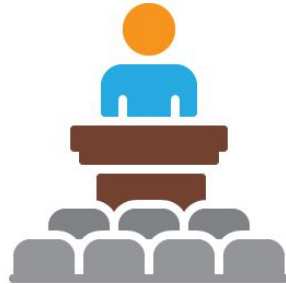


Will not order you lunch, answer presentation specific questions, play your walk on music, or tell your dog to stop barking at the UPS truck

Remember this...



OLC Presenter Logistics



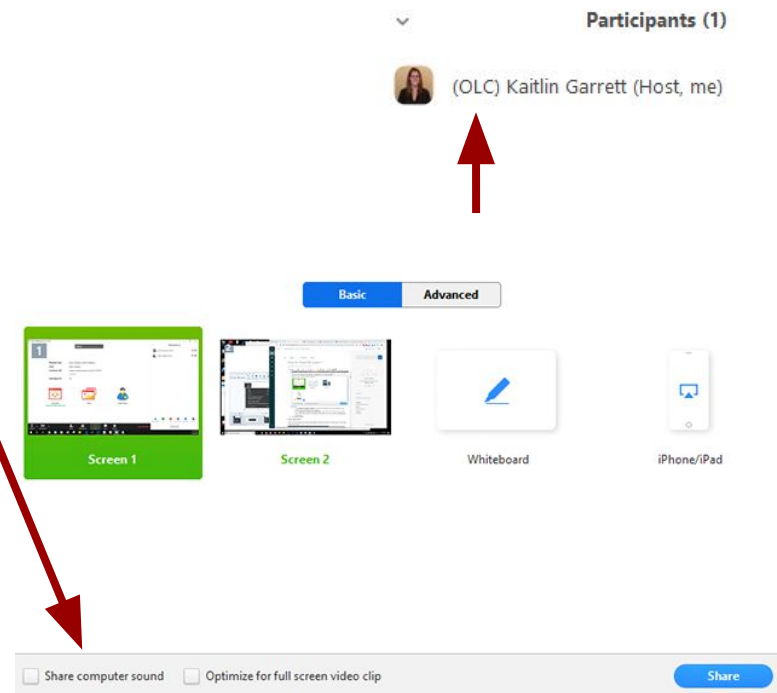
Technology Considerations



- Prepare your technology
 - A headset with mic for good audio quality
 - A webcam
 - A stable internet connection
- Upload materials in advance - *deadline is November 2*
- All session times are listed in ET

Logistical Considerations

- Arrive early (10-15 min) to get set-up and test your mic, video, screen share
 - Note: “Share computer sound”
- Request polls or breakout rooms by **November 2** with OLC at conference@onlinelearning-c.org
- Use Google Docs for collaborative work in lieu of breakouts if possible
- OLC Staff Member present in each session if you need support



Logistical Considerations (continued)

- All sessions will record automatically
- Session Chair will introduce you, as well as give you a “5 minutes remaining” alert
- Share a tinyurl or QR code of your slides
- Encourage use of the chat



QR Codes

Create a QR code

<https://www.qr-code-generator.com/>

Enter your URL

Download the code

Paste on your slides



Tawnya Means



Connect with me on
LinkedIn!



Additional Support

Guides and session specific webinar recordings can be found on the Presenter Services Webpage:



<https://onlinelearningconsortium.org/attend-2020/accelerate/presenter-services/>

Accessing Your Session

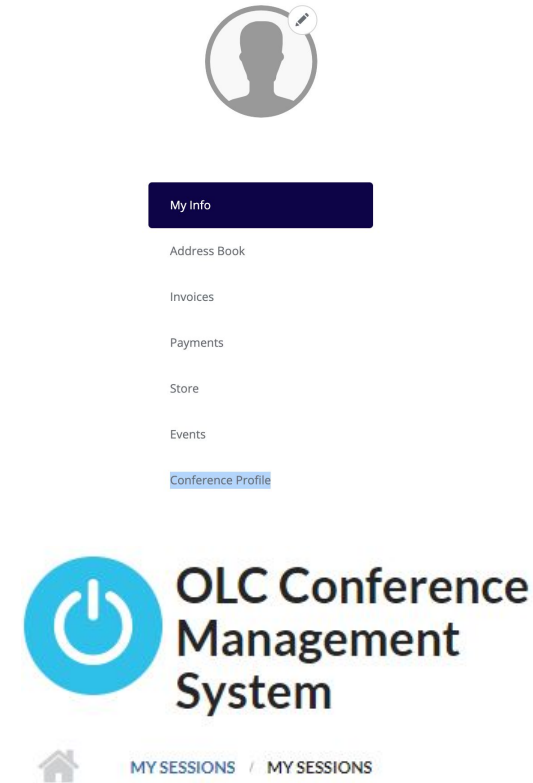
OLC will email all presenters with specific access instructions.



Uploading your presentation

[Log into your OLC user account](#)

- Select “Conference Profile” from the left-hand menu.
- Once in the Conference Management System, click on “My Sessions” in the upper right.
- Next to your session, click on the “Edit” link.
- Click on the “Upload Files” link for your session.
- Add your presentation url or upload your presentation file using the file browser. (If you are using PowerPoint, we recommend saving your ppt file as a PDF and uploading the smaller file-size PDF.)
- Scroll down and click “Save.”
- Deadline is *November 2*



Evaluations and Housekeeping

Evaluate Sessions and Win!



- Navigate to specific session to evaluate
- Select “Evaluate Session” on session details screen
- Complete session evaluation*

*Each session evaluation completed (limited to one per session) = one contest entry
Five (5) \$25 gift cards will be awarded
Must submit evals using the OLC conference website, beta platform mobile app



Questions

