Engaging Participants Online

Adapting In-Person Material for Online Presentations

Short. Clear. Crisp. Major Differences:
- **Duration:** 2-hour maximum
- **Content:** Assume 25% slower delivery.
- **Slides:** 2-5 slides per minute, keep mobile in mind
- **Graphics:** More image, less text. Bigger font, fewer words

Logistical Considerations

1. Organizing the Event:
   - Confirm number of seats software can accommodate
   - Send invitations at least one week ahead of time
   - Include link, password, and dial-in number
   - Determine whether to include read-ahead materials
2. Logistical Considerations for Pandemics and Other Emergencies
   - Headsets
   - Mobile vs. computer use
   - Off-peak times for calls
   - Backup internet and backup power
3. Preparing for the Event
   - Discuss roles and responsibilities ahead of time
   - Confirm co-hosting permissions
   - Do a test run with a producer
4. Best Practices: Visuals
   - Camera at eye height, no lights behind you, plain background, color shirt
5. Best Practices: Sound
   - Pick a quiet location
   - Use a headset
   - Test the microphone and speakers
   - Use only one sound source at a time
6. Starting the session
   - Close other applications
   - Open the session 40 minutes early
   - Invite participants to join 15 minutes before start time
   - Play a pre-webinar slide show
   - Announce that session is being recorded
   - Review functionality

Useful resources

- [https://symondsresearch.com/icebreakers-for-online-teaching/](https://symondsresearch.com/icebreakers-for-online-teaching/)
- [https://trainlikeachampion.blog/in-person-to-virtual/#more-13822](https://trainlikeachampion.blog/in-person-to-virtual/#more-13822)

Functionality for Online Interaction

1. Microphone: Enable Speech
   - Allow participants to provide more in-depth or detailed comments
   - **Tips:** Start all meetings with everyone muted. Unmute one at a time.

2. Chat: Alternative to Speech
   - Allow participants to respond without having to speak out loud
   - **Tips:** Ask questions that require short answers. Read responses out loud, including who wrote it.

3. Response Emoticons: Alternative to Body Language
   - Receive quick feedback from participants
   - **Tips:** Use for conducting quick polls (“How many of you…?”). Remind participants where to find emoticons.

4. Screen Sharing: Alternative to Presentation or Demonstration
   - Show slides or other items on your computer
   - **Tips:** Visualizing concepts makes it easier to understand. When sharing the screen be careful what you have open.

5. The Co-host: Key to Successful Interactivity
   - The co-host manages technical aspects and lets you focus on the discussion
   - **Responsibilities:** Mute/unmute participants. Scan the chats. Clear the emoticons. Trouble-shoot issues.