

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://training-wheels.com/virtual-icebreakers-and-connection-activities/>
- <https://www.mindtools.com/pages/article/virtual-ice-breakers.htm>
- <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.