
MASTERING VIRTUAL PRESENTATIONS

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JUNE 17-18, 2020


VIRTUAL DIALOGUE: SIGN OF THE TIMES



POLL: WHAT'S YOUR #1 CHALLENGE IN VIRTUAL MEETINGS?

- A. Getting participants to join (not just sign up)
- B. Keeping participants engaged throughout
- C. Making sure the web conferencing technology works
- D. All of the above

QUESTIONS TO ASK... ...BEFORE YOUR ONLINE EVENT



How high is
participants'
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Where will
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(voice, chat, ...)

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Manage
expectations
re: turnout,
drop-offs

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Where will
the interaction
happen?
(voice, chat, ...)

Clarify roles:
speakers, moderators,
participants

QUESTIONS TO ASK... ...BEFORE YOUR ONLINE EVENT

How high is
participants'
motivation?

Manage
expectations
re: turnout,
drop-offs

What level
of interactivity
will be
required?

Where will
the interaction
happen?
(voice, chat, ...)

Clarify roles:
speakers, moderators,
participants

VIRTUAL DIALOGUE: WHICH GENRE?

A teal diamond shape containing the text 'Webinar (web seminar/training)'.

Webinar
(web seminar/training)

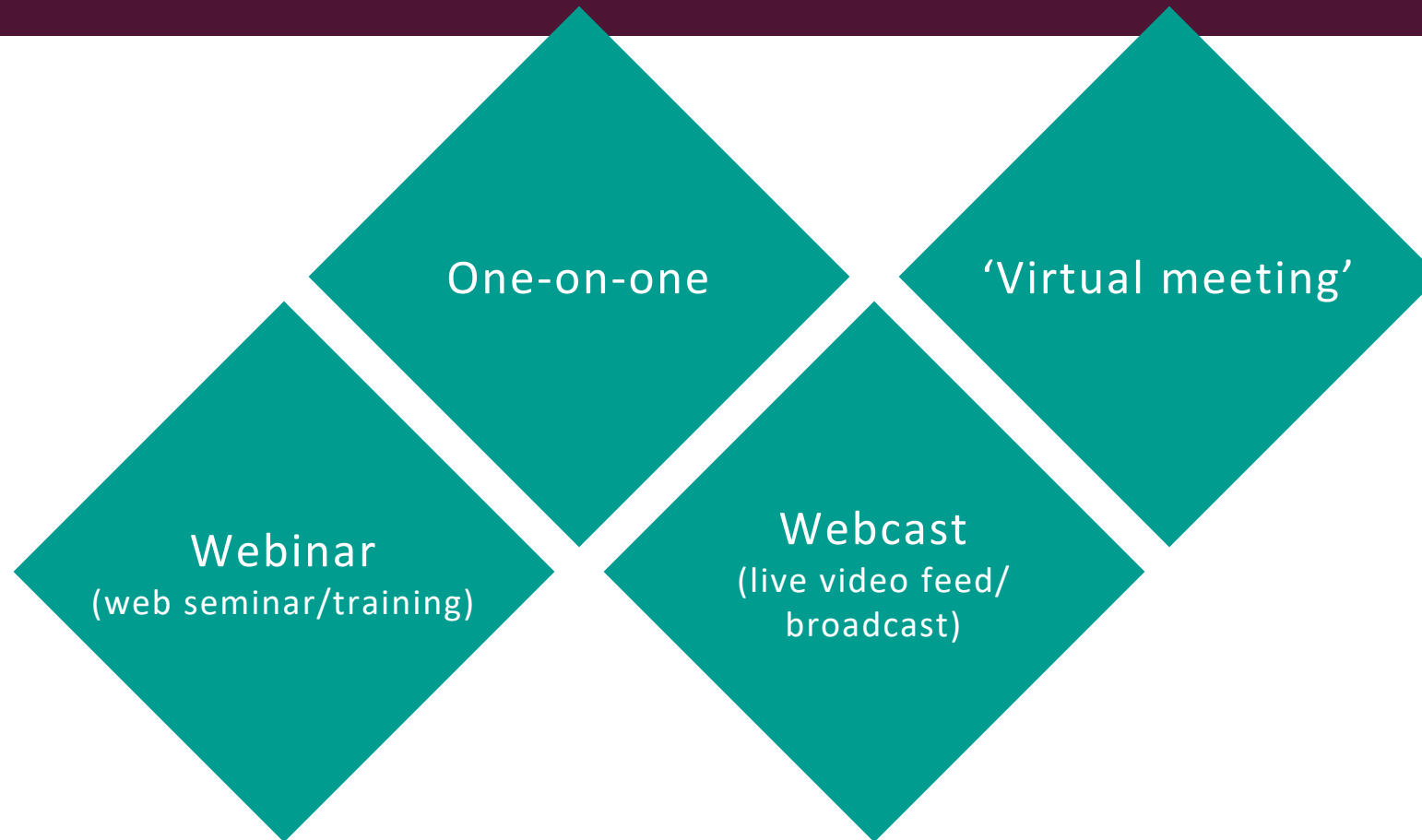
VIRTUAL DIALOGUE: WHICH GENRE?



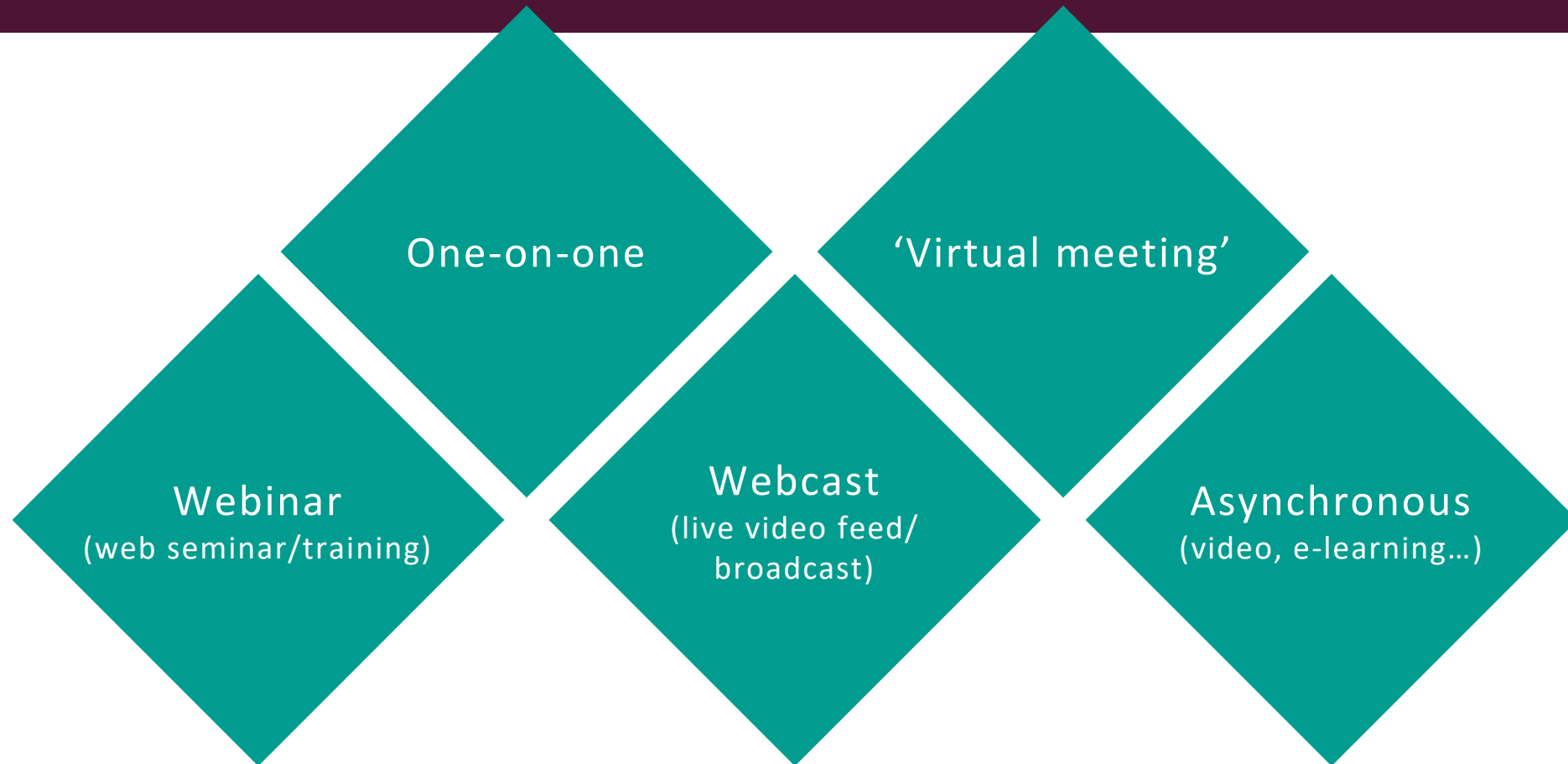
VIRTUAL DIALOGUE: WHICH GENRE?



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THE #1 CHALLENGE





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ATTENTION SPANS:
VERY DIFFERENT FROM
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ATTENTION SPANS: VERY DIFFERENT FROM IN-PERSON EVENTS

“It’s not you... it’s your slides”
(and there is still a lot more you can do)



THE #1 CHALLENGE

HOW DO YOU KEEP ENERGY LEVELS UP ONLINE?

Type in the chat box.

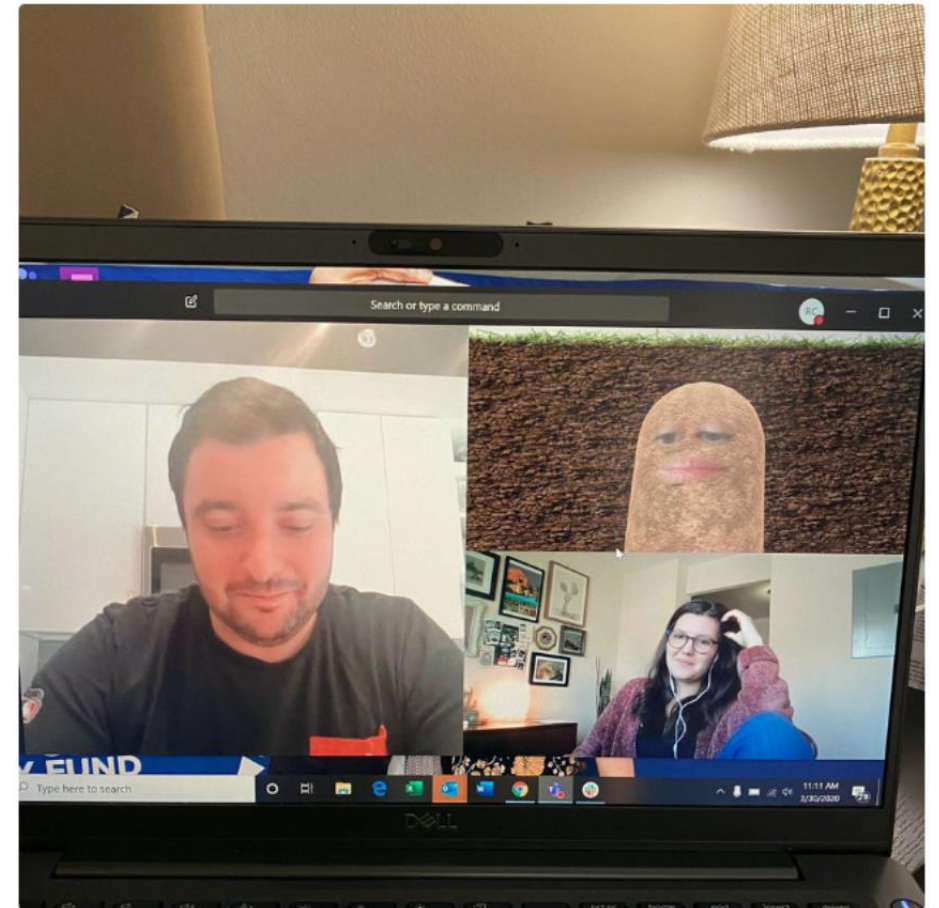
THE #I CHALLENGE



Rach
@PettyClegg




my boss turned herself into a potato on our Microsoft teams meeting and can't figure out how to turn the setting off, so she was just stuck like this the entire meeting



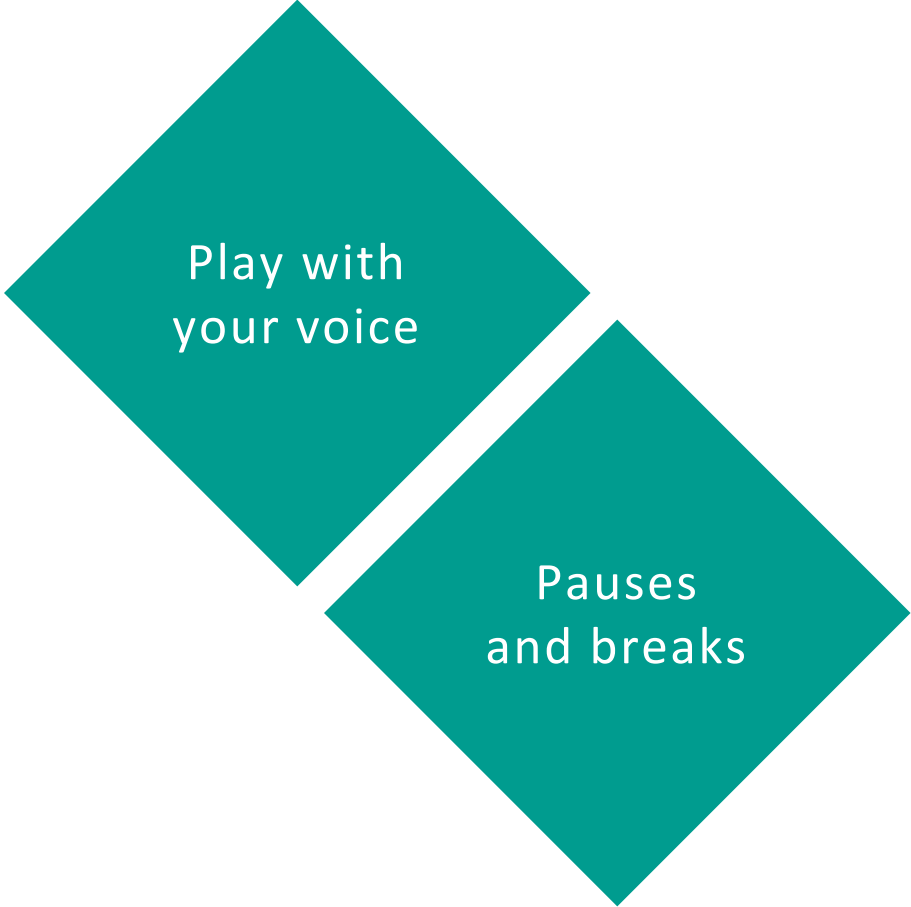
341K 2:25 PM · Mar 20, 2020

HOW TO KEEP ENERGY LEVELS UP ONLINE



Play with
your voice

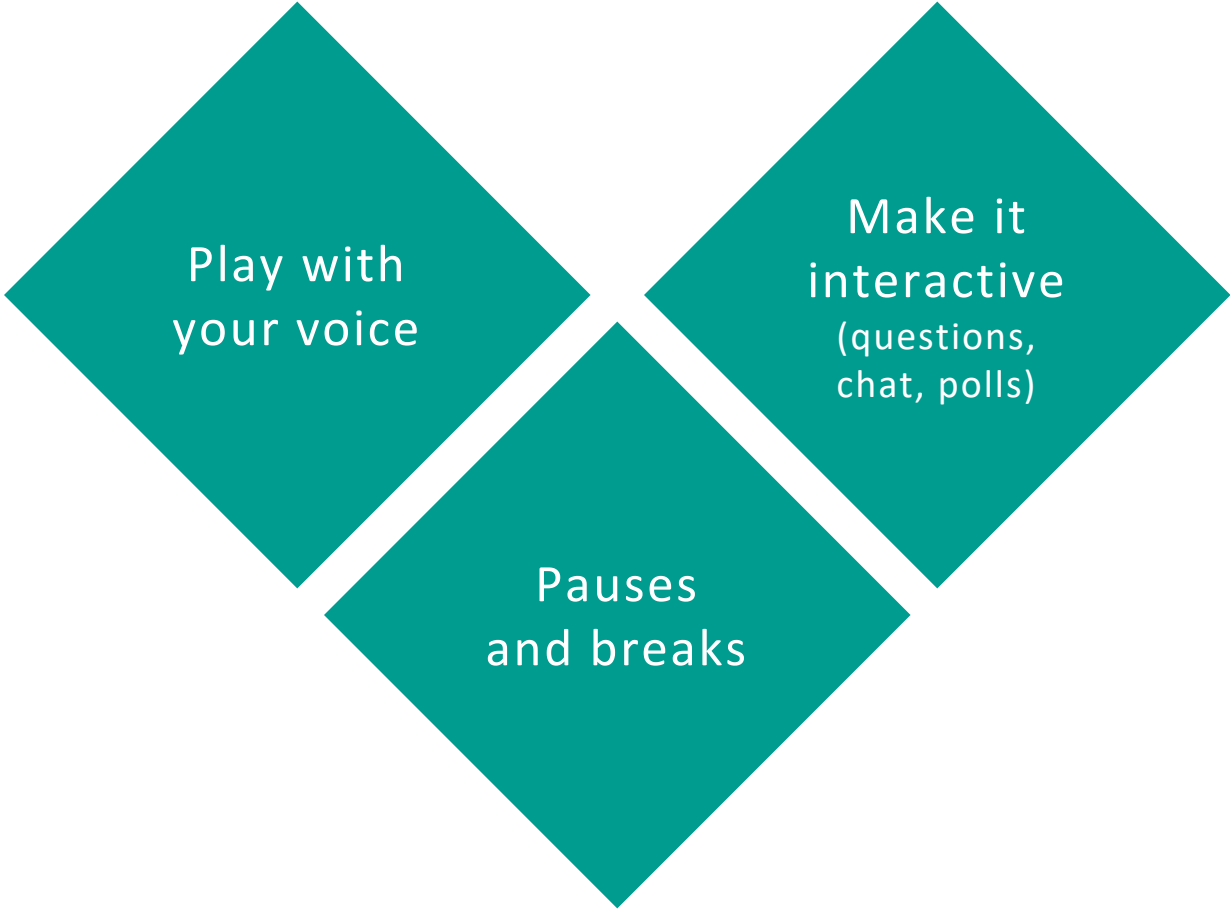
HOW TO KEEP ENERGY LEVELS UP ONLINE



Play with
your voice

Pauses
and breaks

HOW TO KEEP ENERGY LEVELS UP ONLINE



Play with
your voice

Make it
interactive
(questions,
chat, polls)

Pauses
and breaks

HOW TO KEEP ENERGY LEVELS UP ONLINE

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Pauses
and breaks

“Read the
[virtual] room”

HOW TO KEEP ENERGY LEVELS UP ONLINE

Play with
your voice

Make it
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(questions,
chat, polls)

Shorter
intervention
per person

Pauses
and breaks

“Read the
[virtual] room”

HOW TO KEEP ENERGY LEVELS UP ONLINE

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“Read the
[virtual] room”

Consider using
co-presenters

SLIDES:WHAT TO DO (AND DON'T)



MAKE YOUR SLIDES *interesting*

SLIDES:WHAT TO DO (AND DON'T)



MAKE YOUR SLIDES *interesting*



Limited (or no) animation

SLIDES: WHAT TO DO (AND DON'T)



MAKE YOUR SLIDES *interesting*



Limited (or no) animation



Split bullets into multiple slides

SLIDES: WHAT TO DO (AND DON'T)



MAKE YOUR SLIDES *interesting*



Limited (or no) animation



Split bullets into multiple slides



Minimal on-screen text (or annotate)

SLIDES: WHAT TO DO (AND DON'T)



MAKE YOUR SLIDES *interesting*



Limited (or no) animation



Split bullets into multiple slides



Minimal on-screen text (or annotate)



Send as pre-reading handout

SLIDES: WHAT TO DO (AND DON'T)



MAKE YOUR SLIDES *interesting*



Limited (or no) animation



Split bullets into multiple slides



Minimal on-screen text (or annotate)



Send as pre-reading handout



ON-SCREEN & POST-EVENT VERSION

BEFORE COVID-19, THIS WAS FUNNY



VIDEO & AUDIO



“ZOOM FATIGUE”

Hard to decode
non-verbal
communication



“ZOOM FATIGUE”

Hard to decode
non-verbal
communication

Your face only:
always smiling?



“ZOOM FATIGUE”

Hard to decode
non-verbal
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Your face only:
always smiling?

Silence isn't
golden



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Schedule
no-screen-time
periods



VIRTUAL MEETINGS MANTRA



Be flexible
& forgiving



QUESTIONS?