



Best Practices for Preparing an ASDSO Webinar

Thank you for participating as a webinar instructor in the ASDSO Training Program. We look forward to working with you to develop and present a successful web training event. To ensure an effective and smooth-running presentation, ASDSO has developed this list of best practices to assist you developing and designing your webinar content.

The Basics

- Make sure your presentation is geared toward your audience
- Make sure the information you present fits within the allotted timeframe
- Add in time for audience interaction, including Q & A Sessions

Creating Your PowerPoint Slides

- Your final PowerPoint slide file should be prepared in the ASDSO Branding Template. We prefer 16X9 format, but 4X3 template is available. When creating the PowerPoint presentation, use the set font sizes, colors and styles using the slide master template. This method ensures consistency and saves time when adding slides or making global changes to your presentation later.
- ASDSO recommends preparing between 90 and 150 slides, depending on the complexity of the topic.
- Please compress all pictures/images/videos within PowerPoint to optimize the file size.
- Make sure to embed any videos into the slides. Think about if the video has audio and if you want the video audio or if you will present during the video. Try to keep videos short. Long videos may not present well for end users depending on the end user bandwidth connection.
- Slides should include text talking points as well as graphic images. Maintain a balance between white space and text. All images must be embedded into the PowerPoint file using Insert Picture function, not copied/pasted from another application.
- Make sure to include a Q&A placeholder slide for the Q&A breaks
- Make sure to include page numbers (all but the cover slide)
- Make sure to include a placeholder slide for polls if you are using polls. The slide should list the poll and the possible selections. Browser version attendees may not be able to participate in the polls, but this will allow them to see the poll discussion.

Submitting Your Presentation

- Prior the final technical run through, you will be asked to send or upload the final PowerPoint presentation, plus any additional resources or handouts that have not previously been submitted.
- If there are multiple speakers, combine each section of the slides into a single .ppt file before final submittal.
- After the final file has been submitted, you will not be able to make edits to your presentation.
- If you have a large file that cannot be sent through your email system, ASDSO will provide instructions for an alternative file transfer process.
- Please refer to the timeline attached to the instructor checklist to determine the deadline for final materials.

Preparing For Your Presentation

- Practice, practice, practice! Time yourself and then decide if you need to add or remove any content to meet your allotted timeframe.
- Leave at least 15 minutes for audience interaction/Q & A. Incorporate more than one Q & A break if possible. They can be of various lengths. We recommend a Q & A break after each topic where there is a natural break in the presentation.
- Allow 4 minutes for ASDSO moderator opening closing remarks.
- If you are presenting with another speaker, practice at least once together. Determine who is speaking when, and who will handle questions, audience interaction, etc.
- Take full advantage of the speaker training session to familiarize yourself with the webinar technology. This is an invaluable opportunity, for both new and returning instructors, to learn how to manage the software platform and ensure a smooth-running event.
- Prepare 2-3 questions that you can use during the Q&A period if there are no audience questions

Giving Your Presentation

- ASDSO will hold a 2 hour speaker training sessions prior to the broadcast. The purpose of the training is to familiarize you with the webinar platform and make sure you are comfortable with the process. We will test audio during this training and run through all slides and the full script to discuss transitions.
- Q & A moderators can reduce the burden on webinar presenters. A moderator simply monitors the questions that are submitted and selects those to be asked and answered during the live broadcast. If you have a co-presenter with whom you are sharing the presentation, that person will serve as the moderator for your Q & A session, and you will serve as moderator for his or her Q & A session.
- If you are the sole webinar presenter, we highly recommend asking a colleague to sit with you and assist with moderating the Q & A sessions. Plenty of guidance on this will be provided during the speaker training session.

Technology

- Directly connect to the fastest internet connection possible. Avoid using wireless connections if possible.
- Shut down VPNs and directly connect to the internet.
- Make sure to use the same phone, computer, microphones, and internet that you will be using on the live event
- Turn off your computer notifications during the live presentation.
- If you are using a phone we recommend using a good-quality handset. Speakerphones, cell phones, wireless microphones, and low-quality headsets cause voice fluctuations and noisy background audio that can be transmitted to participants.