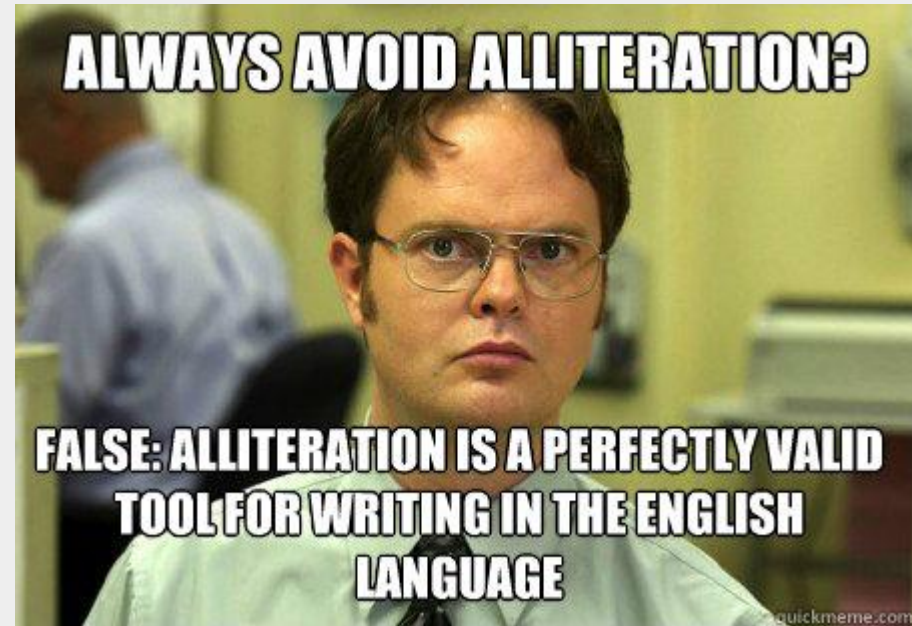




Faculty Workshop Online Midpoint Presentation

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Proper
preparation for
(midpoint)
presentations
predict positive
possibilities.



Agenda

Schedule

Best Practices

Questions

Schedule



Midpoint Process

- Structural Plan <DONE!>
 - *Make changes*
- Slide Review with SEW
 - *Make changes*
- Dry Run with SEW/GTAs
 - *Make Changes*
- Faculty Presentation
 - *Make Changes*
- Sponsor Presentation

Focus on Audience

- In Person
- Online through Zoom, Teams, WebEx...
 - Individual laptops
 - OWL
- Hybrid (some in person, some virtual)

DEPENDS ON THE SPONSOR!

Audience Profile

Audience: _____
Topic: _____
Duration: _____

Novice

Expert

Hostile

Friendly

Ill Informed

Informed

Non-Technical

Technical

Bored

Engaged

Argumentative

Agreeable

Aristotle's Means of Persuasion

Logos
Logic

Pathos
Emotion

Ethos
Credibility

Needs

Wants

Expectations

At the end of my presentation,
I want my audience to...

Challenges

Hot Topics

Commonalities

Short Summary: WIIFT
"What's In It For Them?"

Best Practices

*Use the slides in this section as a checklist.

State a Clear BLUF for ALL presentations

- What is the MOST important takeaway?
- How can you show that at the very start of your presentation?
- How can you connect to the BLUF throughout to **tell a story**?

Focus on the business context and benefit to the audience.

ALL presentations

Just a reminder!

- BLUF
- Agenda
- Context
- Forecasting and use of chevron/breadcrumbs
- Transitions between speakers and/or topics that support the BLUF
- Minimal text on slides with clear takeaways
- Call outs to bring attention to certain areas on a graph
- Explain x axis, y axis, and legend
- Use appropriate color combinations
- Minimal filler words
- Clear wrap up that relates back to the BLUF

Set Up

- Select a distraction-free environment or an appropriate background
- Turn off all notifications and alerts
- Clean up desktop and close out any tabs that are not needed
- Check settings and update if needed
- Place camera at eye level
- Center yourself in video window
- Check that lighting is coming from in front of you and not behind you
- Test headsets / microphones
- Know how to adjust settings (like audio)
- Use your full name and Institute headshot

Practice

- Setting up waiting room
- Muting and unmuting
- Turning off and on video
- Sharing screen
- Unsharing screen
- Advancing slides
- Managing / driving dashboard
- Transitioning to different speakers

PRACTICE using OWL,
in the conference rooms
using your own laptops.

Back Up Plan

- Have screen shots of dashboard
- Have PDF of slides
- Provide access to slides and script to everyone



Decisions to Make as a Team

- Identify how to manage the screen sharing and advancing slides
- Practice advancing slides and speaking
- Establish how questions will be handled
- Plan how you will introduce the team
- Plan how you will transition between speakers
- Establish host and co-hosts
- Plan what to do if the host has technical problems
 - Test signing in and then having the host drop out
 - Who becomes host?
 - What happens to the presentation?

Prior to the Presentation

- Practice, Practice, Practice
- Suit Up!
- Log in at least 10 minutes prior to the start of the presentation



During the Presentation - General

- Check to make sure that everyone can hear/see at the start
- Mute yourself when you are not the speaker
- Turn video off when you are not speaking*
- Turn video on when it is your turn to speak
- Use good posture and an engaged facial expression
- Look into the camera
- Do NOT multitask
- Be aware of the location of the cursor on the shared screen

During the Presentation - Guidelines

- Introduce the team
- Invite audience to ask questions throughout the presentation
- Slow down
- Be clear with transitions
- Vary tone, use energy in your voice

Virtual Presentations

Adjust to the needs of your audience.

Handout is available on Moodle.

Virtual Presentations

Set Up

- Select a distraction-free environment or virtual background
- Turn off all notifications and alerts
- Clean up desktop and close out extra tabs
- Check Zoom settings
- Place camera at eye level
- Check that lighting is coming from in front of you
- Test headsets & mics
- Choose host & co-hosts

Practice

- Muting/unmuting
- Starting/stopping video
- Sharing/unsharing screen
- Advancing slides
- Managing dashboard, app, visuals
- Delivering presentation individually and as a team
- Providing feedback to team
- Using this handout as a checklist

Present

- Wear business formal
- Display full name
- Use appropriate headshot
- Mute yourself when you are not speaking
- Stop video when you are not speaking
- Look into camera
- Refer to notes sparingly
- Use good posture
- Center yourself in the frame

Introduction

Bottom Line

- Title Slide
- Team Introductions
- Bottom Line Up Front (BLUF)
- Agenda
- Chevron, navigation, bread crumbs, or sections slides

- Is the title descriptive?
- Are names in a logical order?
- Is your BLUF clear?
- Do you transition between BLUF and agenda?
- Is the introduction focused on the needs of the audience?

Body

- Content supported by visuals
- Refers back to BLUF
- Minimal text
- Large, labeled visuals

- Is content organized?
- Are transitions used?
- Is content clear and audience-focused?
- Does the content support the BLUF?
- Is the body focused on the needs of the audience?

Conclusion

Forward Looking Statement

- Clear ending that supports BLUF

- What are the next steps?
- Is the BLUF supported by the conclusion?
- Does the ending focus on the needs of the audience?

Slide Review

- Use and update your structural plan you shared in Faculty Review
- Create slides in ppt
- Focus on specific questions for our Slide Review meeting
- Ask, questions, list concerns in the comments.
 - The more complete the slides, the better the review
 - It is fine to be a draft - changes are expected

Questions