



USING POWERPOINT IN YOUR WEBCAST PRESENTATION

Presentation tools, like PowerPoint, can be a helpful teaching aid and their use is encouraged.

9 tips to help you effectively use a PowerPoint presentation.

1. PowerPoint and other presentation software tools.

Our webcast system supports the use of PowerPoint and other presentation tools. Examples include: computer screen demonstrations, iPad presentations and polling. Please let us know **at least one week in advance** of your presentation whether you will be using a PowerPoint or other presentation tools as part of your webcast.

2. Presentation slides should be a guide and support for your oral presentation.

The goal of a graphic aid is to assist learning. Accordingly, it should be easy to see, read and comprehend. The inclusion of images, where possible, increases comprehension and retention of information. For webcasts, keep in mind that your slides will appear in a window that is smaller than the screen itself.

3. Text should be large and easy to read.

Font size should be at least 24 pts, where possible. Sans-serif fonts are recommended, as they are easier to read. Use more slides with less text rather than fewer slides with tightly packed smaller text.

4. Maximize the color contrast between text and slide background.

Choose a light slide background. Black text on a white or light background is most easily read. Use of light text on a dark background is not recommended.

5. Movement: Animations, Transitions and Embedded Video

If your presentation includes movement, such as animations, transitions or video, please alert our staff at the time of submission so that we can set up your webcast to take full advantage of these tools for our webcast audience. **Submit video files to us at least one week in advance.** Videos will play through our equipment rather than through embedded video.

6. Studio PowerPoint Monitor and Slide Notes.

You will be able to refer to your PowerPoint during your presentation via our studio monitors. PowerPoints are streamed in presentation mode and slide notes do not appear to viewers or on our studio monitors. If you plan to refer to slide notes during your presentation, please bring a paper or electronic copy for use during your webcast.

7. Studio laptop is provided.

We will provide a separate, dedicated Windows-compatible computer to stream your PowerPoint presentation during the webcast. If you would like to use your own laptop, please notify our staff in advance to ensure that we have the proper equipment to route your device through our webcast system.

8. Your PowerPoint slides will be made available to viewers to download in PDF format.

Please advise if you prefer not to make your slides available for download. Slide notes will not be part of the downloadable PDF.

9. Please email your presentation slides or other presentation tools to us one week before the webcast.