

Being a Virtual Speaker Webinar Q&A

Question Report		
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Topic	How to be a Virtual Speaker Webinar - from Articulation	
#	Question	Answer(s)
1	what type of camera are you using? the video is very clear.	Kathy, they are both using their built in cameras on their Mac laptops. But they both have extra lighting to assure the image is not dark or pixelated.
2	What were the poll questions again?	They are in the SLIDE deck archived on www.articulationinc.com/virtual-speaker page.
3	I really like this powerpoint template. The standard ones that come in PowerPoint tend to get boring. Could you recommend some websites we might find unique templates like this one?	This is our branded template design.
4	Is Kahoot a free platform?	Yes
5	Does it matter if you stand or sit in front of your screen?	It depends on what the purpose / intent of the meeting is and where you feel more comfortable. Standing provides more energy and breath flow; sitting is more conversational and relaxed.
6	Are jolts just visual or can you use sound?	They can be both! Anything that changes what interrupts the flow of meaning.
7	What about pair shares and breakout rooms.	These are great ways to inspire conversation in smaller groups. There are not breakout rooms in "Webinar" only "Meeting Rooms" on zoom.
8	How do you make the visual jolts relevant to the presentation material?	The presentation material comes first. Then find places where it is natural for a poll, break, conversation, chat, breakout, shift in speaker, shift in slides, etc.
9	Will we receive instructions on how to link Kahoot to a virtual presentation?	We did not link it. We just launched it in a web browser and then shared the screen from Zoom.
10	Types of resources like Kahoot - what do you recommend? Costs?	Kahoot is free and easy to use. We also like Quizlet.
11	Can you enable Zoom webinar so you can actually see your audience?	Webinar never allows you to see your audience. Only Meeting Rooms does (in Zoom)
12	Do the games have to be relevant to the presentation material?	Not always. Sometimes they can just be a brain break.
14	What's your advice for a webinar host where the featured speaker has great content but a boring presentation (e.g. doesn't adhere to many of your suggestions)	Build in an expectation that the speaker may be interrupted. If the speaker drones on, you have license to interrupt with a question or comment or re-direct.
15	How many different interactive tools are too many? what's the line between variety and annoying people?	Depends on your audience. Think about what they might enjoy. And be sure to change it up at least every 15 minutes
16	Is Zoom Webinar licensed? Do we have to pay to use?	It is pay to play.
17	How do you shut down the people who get too competitive about it?	
18	Pros and cons of Zoom polls vs PollEverywhere?	Poll Everywhere has other metrics to measure and different ways to share the results. Con is that it's an additional tool for your audience and comes with a subscription fee.
20	Is it too disruptive to have the audience do something physical during the presentation? Stand, flex, move, etc.?	Nope! We recommend making it intentional and everyone can do it together.
21	Can this full presentation be e-mailed to the group?	We will be sending a recording! It is loaded on www.articulationinc.com/virtual-speaker
22	how do you create a poll in zoom?	Try here: https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&cad=rja&uact=8&ved=2ahUKEwiGrZ7Rw8DpAhWEBc0KHfD6CRwQFjAAegQICxAC&url=https%3A%2F%2Fsupport.zoom.us%2Fhc%2Fen-us%2Farticles%2F213756303-Polling-for-meetings&usq=AOvVaw29XC_iimPlanPFM9rYcTI0
23	Is the producer managing all screen changes, or are Ruth and Acacia?	Helmut began the Webinar by managing the intro screens; Acacia is managing the main deck; Ruth managed the Kahoot game. We practiced these handoffs several times.
24	What's your rule of thumb for using Zoom mtg vs. Zoom webinar? 20 people or less - go with meeting so you can see them??	it depends on the intent of the meeting and need of the audience. Zoom Meetings can accommodate up to 100 people. Anything over 100 has to move to Webinar. We like Meetings whenever we can.

25	Preferable time of day to schedule to maximize attention?	After coffee! Hah. Again, depends on what your goals are. Certainly if you are trying to entertain an audience, something after dinner works. But we recommend any consequential meetings happen middle of the day - enough time to work out any tech kinks but not too late that people are already drained from other calls.
26	giving up the ability to “read the room” in presentations has been a huge challenge. Any tips for how to stay on track without having the visuals of body language/facial expressions from your audience?	Finding ways to use chat, Q&A can give you other feedback that body language can't. Otherwise, it's a new reality.
27	Acacia sounds different, actually better and less echo. How are they providing audio? It seems different.	I am using headphones. Ruth is using microphone. But both of us have used computer audio quite effectively.
29	I saw that Ruth recorded this webinar. Is there a way we can view it again after the session?	live answered
30	I don't know if this has been researched, but what would the focus time be for students 10-18?	I don't think there is a lot of research on this. But attention spans tend to be less for the younger crowds.
31	Where did Acacia find her background?	live answered
32	Where is a good place to have notes if needed when you want to look at the camera???	I used my notes right on my screen.
33	Sound is important in this virtual format. Are you both using special microphones? Do they make a big difference? Zoom calls can sound like shouting matches. This one doesn't.	We are both using different microphones, yes. It definitely helps so that you aren't “shouting” at your computer.
34	How would you characterize Trump's tone in general? Curious.	Usually all warrior voice.
35	The different styles of voices are amazing. Any tips to best practice and learn these voices?	
36	How do you pre record and have live Q&A?	You would host the video on you computer and play it through zoom. Then you can switch to live Q&A when done. Different conferences have different platforms, though, so make sure to check on the switching before any event.
38	how do you coach people to handle their nerves when presenting? any tips or tricks?	Reach out to us for more. Practice helps a lot. Breathing exercises.
39	Where is the playbook?	On our website: articulationinc.com/virtual-speaker
40	Suggestions for audiences less familiar with technology?	Take time at the beginning of a call to review the tech OR have session specifically to review it before the meeting. Practice helps too.
41	Will we also receive the Q&A typed responses? This was very informative. Thank you	Pretty sure we can do that!
42	I appreciated you time today. A very timely topic, to learn about. I enjoyed it. Thank you.	Thank you!
43	Do we have to ALWAYS avoid expressive/colorful language (e.g., damn, shit, etc.) ?	Depends on your audience! Err on the side of no if you don't know the audience well.
44	How do I get my prize? ;) -K2	AHHH! Good work Kelly! It's in the mail :)
45	Can you recommend a way to practice a Zoom meeting (so under 100 people)? Ideally I'd get 20 friends but to join so I can experiment with polls, breakout rooms, etc in real time — but that's hard to organize. Is there a tutorial you'd recommend?	You don't need 20 friends to practice. you can do a breakout room with 2 friends. You only need one friend to practice a poll.
46	Ruth's voice is more echoe than Acacia's. Why is that?	Ruth is a little further from her computer to demonstrate a standing pose. Acacia has her headset on.
47	How do you avoid glass glare if you are a eye glass wearer.	You could try a different angle on your lights. Rather than head on try two at angles on you.
48	How is your experience with the right light? Will it be too bright in front of you?	There are a number of different options for you - google “box light” or “halo light” if you can't use a light already in your house or office.
50	is there a way to see the questions, reponses, etc. without having to get really close to the camera.... should they be off to the side?	When necessary, I have also been a part of events where an additional host is there to highliht all the questions so that the presenter doesn't need to actually get close and read.
51	Hi!	HEY!!!!
52	Got it! Thanks, Acacia!	Welcome!
53	is a zoom room different than a normal zoom meeting?	Yes. Go to zoom.us to read the difference. Zoom Room is more expansive and has more costs.
54	Do you have any comments about other platforms (MS Teams, WebEx, Adobe Connect) for presentations?	We have used zoom for years, it is affordable and has been developing great new features rapidly - so it is our preferred platform. The other ones that are robust you mention are mostly “enterprise level” for corporations.
55	We're used to a classroom setting with newsprint and other things, should we try to incorporate in a setting like Ruth's or stick to slide	We demonstrated the use of a white board within zoom to answer this question.

56	This question may be better addressed individually. How can I use JOLT, Kahoots, and other platforms when the subject is sensitive like mental illness.	Again, start with your goals, intent and content. When bring in the breaks, polls, questions, chats, breakouts, change of speaker, etc as appropriate.
59	How long did it take to prepare your hour presentation	We spent about 30 hours on the playbook and at least another 30 hours collectively on the webinar - between writing, design, rehearsal and promotion. This goes with our rule of thumb that one minute of content takes about an hour to develop (all in).
60	How do you as the presenter stay engaged and connected when you're sitting in a room by yourself. What are you thinking?	Bringing diversity to your own content, encourage chat and Q&A so you have feedback.
61	Have you created presentations for international audiences that require interpreters?	We are building a partnership with a captioning and translating company out of NY to help with these services. Check back with us when you have the need.
62	How should you prepare guest speakers? How do you set quality expectations for someone who is not typically involved with your organization (a lot of them cannot dedicate significant prep time)?	Host a pre-conference webinar, offer coaching or at least have a "ready room" the day before they are to present so that you can confirm they are comfortable with the technology.