

## EXEMPLAR SESSION PLAN – ‘Engaging the Invisible Audience’

Timing	Talk	Screen	Interaction	Prepare
1.30pm				<p>Load slides and ensure they are working as expected.</p> <p>Run Audio Wizard to ensure headset is working.</p> <p>Check that participant privileges are set accordingly.</p>
1.40pm	Confirm start time	<b>Reception Slides</b>	Greet and test audio of anybody arriving early	Microphones
1.45pm	Make regular announcements, welcome attendees, ensure that everybody can hear and be heard. Confirm start time, end time and protocol.	<b>Reception slides</b>	Greet and test audio of participants	Microphones
1.50pm	Explain emoticons and encourage participants to use chat to introduce themselves. Confirm session start and end time.	<b>Reception slides</b>	Greet and test audio of participants	Microphones
2.00pm	<b>Welcome, this session is designed to demonstrate how a range of interactive tools can be used to engage participants during a web conference. We have put together an example session based on good slide design in order to demonstrate the use of these tools. The session will take about 30 minutes. So get ready to see how many ways your audience can be involved and take part. I am now going to hand over to our presenter for today.</b>	<b>(Slide 1) – Introduction</b>	None	None
2.01pm	<b>Thank you Esther, hello, and welcome, my name is Russell Symmons, e-Learning Advisor for Jisc RSC Wales.</b>	<b>(Slide 2) – RS Picture</b>	None	None

2.02pm	<p><b>One of the challenges you have to overcome as an online presenter is how to keep your audience interested and engaged during your presentation. This presentation has been designed therefore to ensure you have plenty of opportunity to interact with me using all the tools available to you.</b></p>	(Slide 3) - Match 1	None	None
2.02pm	<p><b>The aim of today's session is to explore ways in which you can improve your slide design. We are going to do this by undertaking some activities around slide design in these 8 areas.</b></p>	(Slide 4) - Match 2 (Slide 5) - Match 3	None	None
2.03pm	<p><b>Simplicity</b> So let us begin by talking about Simplicity. What do I mean by Simplicity? I will give you a minute to examine the next slide and then using the chat pane I want you to tell me what you would change about this slide. Do not press enter until I ask you to. Pick one example and ask participant to expand using microphone. It is evident that the slide has no clear focus and contains superfluous information that just serves to confuse the viewer about what message it conveys. That leads us on very nicely to the next topic of Focal Point.</p>	Slide (6) – Simplicity  Slide (7) – Presentation	Chat and Hold & Microphone	None
2.05pm	<p><b>Focal Point</b> For this activity I am going to show you a picture and I would like you to tell me where you think the focal point is.</p>	Slide (8) - FP 1	None	None
2.05pm	<p><b>Focal Point</b> Using the pen tool, draw a circle around the focal point of this picture.</p>	Slide (9) – FP 2	Annotation Tools	Third tool from the top



2.10pm	<p><b>Text</b></p> <p>There is a lot of advice available on how much text you should use on your presentation slides.</p>	Slide (15) - Text	None	None
2.10pm	<p><b>Text</b></p> <p>For this activity I would like you to consider the following slide and raise your hand to tell me what would you do to improve it?</p> <p>The best slides may have little or no text at all. Remember, the slides are meant to support the narration of the speaker, not make the speaker superfluous.</p> <p><b>Top Ten Slide Tips</b></p> <p><a href="http://www.garreynolds.com/preso-tips/design/">http://www.garreynolds.com/preso-tips/design/</a></p> <p>So now that we have a better idea about how much text to use, its size and typeface let us see how it should look to our audience.</p>	<p>Slide (16) – Text</p> <p>Slide (17) – Support</p>	Ask a volunteer to put hand up. Call on individuals using Microphone.	<p>Monitor hands up emoticon. Make sure microphones are enabled</p> <p>Put link in chat pane</p>
2.12pm	<p><b>Contrast</b></p> <p>We are now going to consider how our text looks against the slide background and ask whether there is sufficient contrast. For this activity I am going to ask you to use the polling tools.</p>	Slide (18) - Contrast 1	None	None
2.13pm	<p><b>Contrast</b></p> <p>Using the polling tool tell me which line of text offers the best readability for you.</p> <p>Vote A, B, C, D or E</p>	Slide (19) - Contrast 2	Polling	<p>Make sure polling tool is set</p> <p>Display results</p>
2.14pm	<p><b>Contrast</b></p> <p>Here are some examples and simple rules to follow. Remember, everybody is different, and some people will find colour combinations more accessible and this applies to images as well as text.</p>	<p>Slide (20) - Contrast 3</p> <p>Slide (21) - Contrast 4</p>	None	None

2.15pm	<p><b>Balance</b></p> <p>For this activity I want you to use the polling tools to tell me what you feel about a slide.</p>	Slide (22) - Balance	None	None
2.16pm	<p><b>Balance</b></p> <p>So using a green tick or red cross tell me whether you think this slide is balanced?</p>	Slide (23) – Man 1	Green tick or red cross	Make sure polling tool is set
	<p><b>Balance</b></p> <p>For me, the first slide just does not FEEL right. With a little bit of manipulation the slide can have more impact.</p> <p>Making your slide accessible and feel right is important but so is the way that you view it.</p>	Slide (24) – Man 2	None	None
2.18pm	<p><b>Movement</b></p> <p>Our next activity is about movement. You may want to use movement to draw your audience’s attention to a focal point or message. In western culture, we read left to right and top to bottom. This is useful to know if we want to guide the eye of the viewer across the screen.</p>	Slide (25) – Movement Slide (26) – L-R	None	None
	<p><b>Movement</b></p> <p>Here is a simple example of movement.</p> <p>Using the pen tool, tell me where you think the woman is leading you to look?</p>	Slide (27) – Woman 1 Slide (28) – Woman 2	Pen tool	Third tool from the top
	<p><b>Movement</b></p> <p>Have a look at this slide and raise your hand if you want to tell me (using the yellow highlighter tool) where you think the line of movement is.</p>	Slide (29) – Rock 1	Choose 1 person to annotate the screen	Third tool from the top

	<p><b>Movement</b> Here's how the line should look.</p> <p>We are now moving on to our final activity and I am looking to draw all we have learned together by considering unity or as I like to call it the look and feel.</p>	Slide (30) – Rock 2	None	None
2.20pm	<p><b>Unity</b> Consistency or Unity is an important factor of slide design.</p>	Slide (31) - Unity	None	None
2.20pm	<p><b>Unity</b> For our final activity I want you to tell me using the text box: How can we design a slide deck so they look as though they belong together?</p>	Slide (32) - Blank	Text boxes	Fourth tool from the top
2.24pm	<p><b>Unity</b> Example</p> <ul style="list-style-type: none"> <li>● Strong colours</li> <li>● Good use of pictures</li> <li>● Typeface consistency</li> <li>● Consistency of layout/theme</li> </ul>	Slide (33) – Example  Digital Literacy, Esther Barrett 2013	None	None
	<p><b>Recap</b> So to recap, using the 8 ideas for enhancing slide design I have used all the available interactivity tools to keep you engaged and involved in this presentation. Thank you very much for joining in with today's session. I hope you enjoyed the activities and good luck with your slide design.</p>	Slide (34) - Recap		Leave the session using the File pull down menu and clicking on exit.