

TIPS FOR VIRTUAL PRESENTERS

- Before the virtual conference, presenters need time for informal welcoming, Wiki agenda establishment, relationship building, and final data-gathering about participants. Presenters can do this most effectively by building their site at least five days before the session to check on logistical arrangements and establish e-mail contacts.
- Virtual presenters formally welcome the group and are introduced or provide a brief biography on the collaboration website about each participant.
- Virtual presenters give an overview of the web 2.0 agenda topics, stating their relevance to this particular audience, the outcomes the presenter intends to achieve during the allotted time, and the framework that organizes the presentation.
- For each agenda topic, the virtual presenter provides (a) processing time for integration of concepts; (b) mini-reviews to aid retention, (c) checks for understanding, (d) reminders about where the participants are in the workshop framework, and (e) bridging opportunities so that participants can transfer the information in terms of their own experiences.
- The virtual presenter provides a summary of what has occurred and selects an appropriate closure strategy.
- The virtual presenter provides an evaluation of the event. This step is an opportunity for additional questions to be answered and for a follow-up discussion to take place with individual audience members.