

Royal College of Anaesthetists

Webinar guidelines for speakers

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Presentation slides:

- If you are giving a lecture-based presentation, the use of visuals is important to keep the audience engaged
- Prepare presentation slides that are clear and informative
- Try not to use slides that you only want to show for a split second – the time lag and delays can cause some attendees to miss these slides
- Highlight what you want people to look at on the slides – during live lectures we tend to have a laser pointer, webinars do not, you can therefore highlight by adding different colours or the key message could be highlighted in a box
- Have the wording on slides larger than normal – 25% of the audience will view on their phone
- Include slides for when you are taking questions – these can be added throughout your presentation and/or at the end if you have a designated question time
- Please double check your slides and images to make sure that they are appropriate for your presentation.

Pre-webinar:

- Make sure you practice your presentation beforehand
- We will also arrange for a practice run prior to the allocated session to make sure the technology works for everyone
- Send the slides to the organiser the day before so we can have them ready for you to present from, we will be able to give you the mouse throughout your presentation
- On the day of the webinar eliminate any potential sources of noise or distractions
- Turn off your phone and try to be in a closed quiet room to prevent unwanted noises or visitors from the rest of the house
- Use headphones if possible – this will prevent any echo when you speak
- Have a clear background – think about what else the attendees will be able to see
- Have a clock – This will help you manage your presentation time

During Webinar:

- Start by telling the audience what they are going to learn and any problems you are hoping to solve
- Attendees will be able to submit questions throughout your presentation; the session Chair will facilitate these during the allocated question times
- Let people know if you are going to be silent – for example if you want attendees to read a slide before you talk about it let them know – this will prevent attendees thinking they have a technical problem
- Try to keep track of your time throughout – the session Chair will also manage time and will send reminders through a private chat
- At the end of the webinar let the audience know if you will be sharing any handouts or slides (the organiser will then send these out on your behalf).

After Webinar:

- Send any materials that you want to share to the attendees to the organiser.