

Geoscience Online Learning Initiative (GOLI)

AGI/AIPG Guidelines and Suggestions for Webinar Presentations

Preparation of the Presentation:

Prepare a detailed outline of your presentation; practice your oral presentation using the detailed outline. Be sure to practice giving your presentation in the allotted time period allowing time for answering questions if the format allows participants to submit questions.

Prepare PowerPoint slides of presentation – suggest at least 15 to 20 pages or slides per hour of your speaking time. Each slide should have summary information to highlight your presentation. Too much information is distracting. Give practical examples and case studies.

Use charts and graphs.

Spell out acronyms.

Do not use copyrighted materials.

Remove any personal, client-specific, or trademarked information; use aliases if necessary.

Provide citations and proper references to materials.

The PowerPoint presentation slides should be submitted for review and formatting for usability in a webinar format at least two weeks before the presentation.

Prior to and during the on-line webinar presentation:

An audio-check session will need to be conducted at least one week prior to the webinar. This needs to be conducted in the place and on the computer to be used in the webinar. This can also be used as a practice session if you wish. The webinar software allows you to conduct unlimited practice sessions at your leisure as well.

Be available and logged into the webinar at least 30 minutes prior to the scheduled start time to ensure that all technical aspects are functioning properly.

Speak using the detailed outline of your presentation. You are the “expert” so you should avoid reading from a manuscript.

Remember to speak clearly and project your voice.

Do not talk across slide transitions. There is a delay in webinar software as screens are updated for all viewers. Please allow a 2 second pause between slides. This needs to be practiced.

Be sure to adhere to the allotted time period and allow time for answering a few questions, if the format allows the submittal of questions. If attendees may ask questions, be sure to coordinate process with staff in terms of selecting the questions or “themeing” the questions. Repeat the question clearly before responding.

Marketing:

Presenter may provide a list of specific people to invite to the webinar.

Payment option allowing up to three guests to attend the webinar in lieu of payment to the presenter.

Presenter will provide a detailed description of the webinar, a press photo, and a cv (resume) to be used for marketing upon acceptance of the webinar material by the AGI/AIPG review committee.

The American Institute of Professional Geologists (AIPG) was founded in 1963 to certify the credentials of practicing geologists and to advocate on behalf of the profession. AIPG represents the professional interests of all practicing geoscientists in every discipline. Its advocacy efforts are focused on the promotion of the role of geology and geologists in society.

The American Geosciences Institute is a nonprofit federation of 50 geoscientific and professional associations that represents more than 250,000 geologists, geophysicists, and other earth scientists. Founded in 1948, AGI provides information services to geoscientists, serves as a voice of shared interests in our profession, plays a major role in strengthening geoscience education, and strives to increase public awareness of the vital role of the geosciences play in society's use of resources, resilience to natural hazards, and the health of the environment.

American Geosciences Institute, 4220 King Street, Alexandria, Virginia 22302

Phone: (703) 379-2480 | Fax: (703) 379-7563 | keane@agiweb.org | Website: www.agiweb.org

American Institute of Professional Geologists, 12000 Washington St., Suite 285, Thornton, Colorado 80241-3134

Phone: (303) 412-6205 | Fax: (303) 253-9220 | aipg@aipg.org | Website: <http://www.aipg.org>