

Webinars that Wow[®]



*A Tips for your Talk[®] Publication
by Sheri Jeavons*

Tips for your Talk is a registered trademark of Power Presentations, Inc.

TABLE OF CONTENTS

Preface	7
Terminology	8
Introduction to Webinars	
Benefits of Webinars	11
Key Challenges	11
Characteristics of a Great Webinar	12
Develop a Plan for Success	
Designate Roles	14
Tips to Orchestrate the Event for Success	15
Guidelines for Focused Participation	16
Content is King: Plan your Topic	17
Sample Topics and Titles	17
Amount of Content	18
Webinars that Wow Format	
Webinars that Wow Format Overview	20
Webinars that Wow Format	21
Webinars that Wow Worksheet	22
PowerPoint® Slides: Example Text	25
Produce Captivating Slides	
Common Slide Development Mistakes	28
Ten Tips for Slide Development	29
Captivating Slide Examples	31
Ten Tips for Effective Slide Delivery	32
Maximize your Voice	
Maximize your Voice	34
Vocal Qualities	35
Do's and Don'ts to Maximize your Voice	38
Tips to Enhance your Voice	39
Points to Keep in Mind When Speaking	39
Tools for Interaction	
Tools for Interaction	41
Chat	42
Whiteboard	43
Polls	44
Multiple Presenters	48
Webcam	49
Questions	50
Manage your Virtual Audience	
Tips for Maintaining Control	56
Suggestions to Set the Stage	56
Suggestions for Managing Interaction	57
Managing the Truly Unruly	59
Action Steps for Success	59
About the Author	61

