Tips for Power Point Presentations for
Waterbird Society Virtual Meeting - 2020

Name your file Lastname_session# . example Jones_4, Brown_1, Doe_3, etc.
Upload your file prior to the meeting to (*a location to be determined*). This will be
used as a back-up copy in case there are connectivity issues.

Most presentations will be done live, that is each presenter will share their screen,
give their presentation, and then relinquish control back to the moderator for a few
minutes of Q&A.

Presentations may be pre-recorded, with voice over, and then played by the
moderator of your session. Coordinate with your moderator if you will be using this
option.

Presentations will be recorded within Zoom and then made available for a limited
time after the meeting so that attendees and Waterbird Society members can view
them at their convenience. If you do <u>not</u> wish to have your presentation recorded,
please communicate this to the moderator of your session.

Other Power Point Tips

Because of different internet connectivity capabilities, speed, etc. across the globe, please keep your file size as small as possible (<10 MB is recommended).

- Don't use animations or video unless absolutely necessary to convey scientific content.

Converting your Power Point to a PDF format will often reduce the overall size of your presentation without any loss of content.

Use font size of at least 18 pt so all verbiage is readable on screens of various sizes..

While the official language of the conference is English, please remember that it is not necessarily the first language of everyone listening to your presentation, so use bullet points and label axes clearly.

Some Power Point licenses allow simultaneous subtitling (see next page).

Real-time, simultaneous subtitling may be used by some viewers so speak clearly and at a moderate pace (see below for information on this feature in Power Point).

Enabling subtitling in Power Point if you have this Add-On

Follow this link for more information
https://support.microsoft.com/en-us/office/present-with-real-time-automatic-captions-or-subtitles-in-powerpoint-68d20e49-aec3-456a-939d-34a79e8ddd5f

PowerPoint for Microsoft 365 can transcribe in real time the presenter's words and display them on-screen as captions/subtitles translated to another language. This can help accommodate individuals in the audience who may be deaf or hard of hearing, or more familiar with another language, respectively.

Tips
Speak deliberately and clearly.
Avoid or eliminate background noise that may interfere with your voice.
Captions & Subtitles depends on a cloud-based speech service, so it's important to have an internet connection that's fast and reliable.

Real time presentation subtitles

You can provide translated subtitles to your presentations on the **Slide Show** ribbon tab by selecting **Subtitle Settings.**
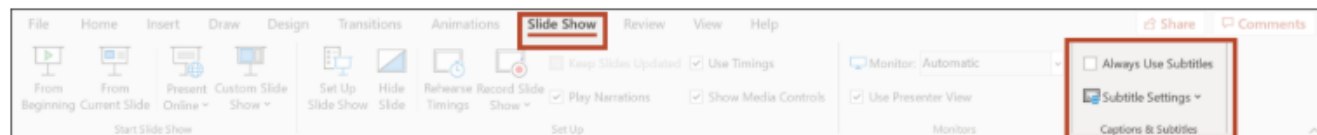

- Use **Spoken Language** to see the voice languages that PowerPoint can recognize and select the one you want. This is the language that you will be speaking while presenting.

- Use **Subtitle Language** to see which languages PowerPoint can display on-screen as captions or subtitles and select the one you want. This is the language of the text that will be shown to your audience. Choosing the same language as your Spoken Language allows you to provide closed captioning. This is especially relevant for accessibility for the deaf and hard of hearing.

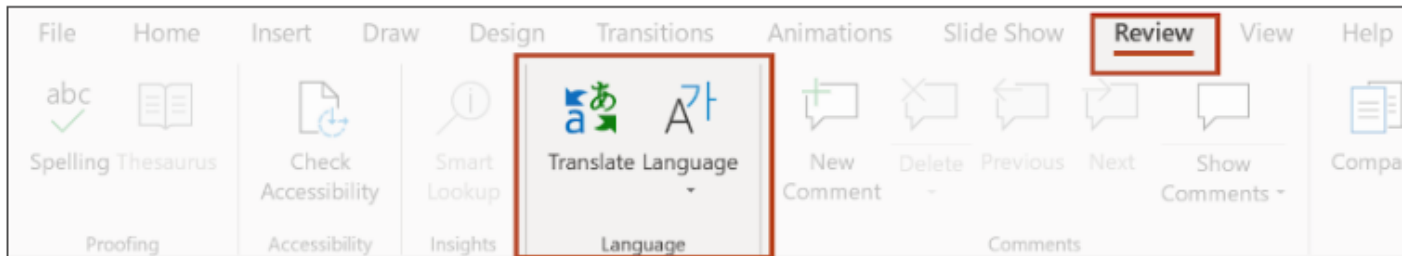You can turn subtitles on and off by using the subtitle toggle in the Slide Show View or Presenter View.

Learn more about adding subtitles and captioning in the Microsoft Office website.
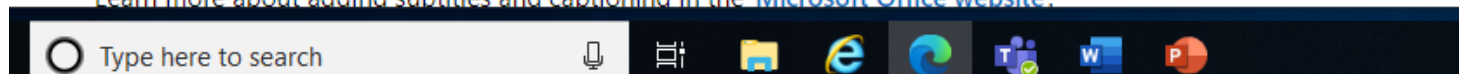
Translate text

To translate text in PowerPoint, select the text then navigate to the **Review** tab and select **Translate**.

For complete instructions on using Translator to translate text in PowerPoint, watch this quick tutorial.