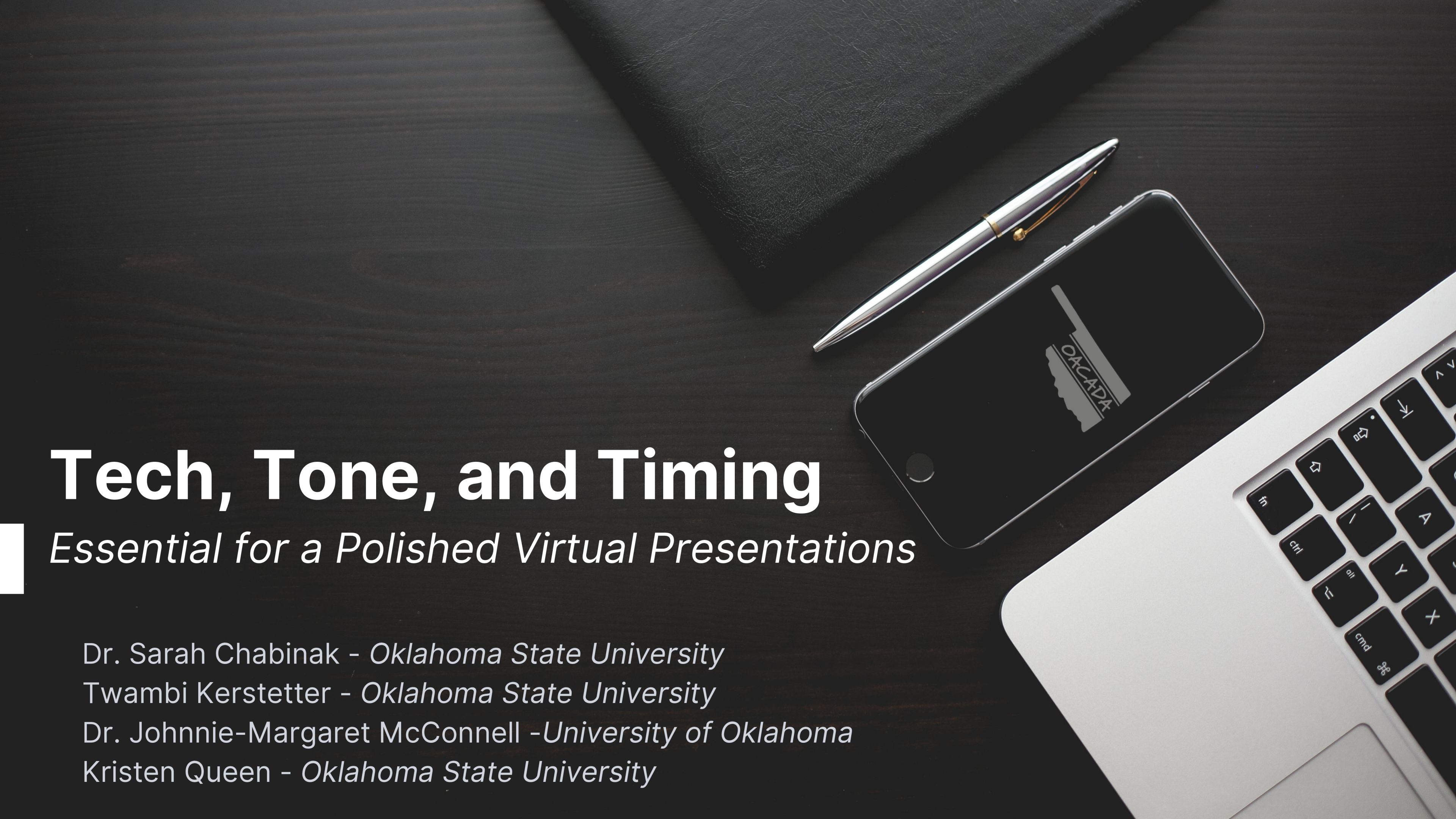




Tech, Tone, and Timing

Essential for a Polished Virtual Presentations

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Presenter Introductions



Dr. Sarah Chabinak
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Twambi Kerstetter
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Dr. Johnnie-Margaret McConnell
OACADA President-Elect
University of Oklahoma



Kristen Queen
OACADA Past-President
Oklahoma State University



What makes you hesitant to present online?

Type your responses in chat



Session Objectives

- Selecting technical tools
- Effective visual design and elements
- Discuss moderation & engagement strategies
- Rehearse delivering presentation
- Q&A



A person is sitting at a desk, working on a laptop. A tablet is open next to the laptop, displaying a presentation or data. The desk is cluttered with various papers, some with handwritten notes and diagrams. A red pen and a white pen are visible on the desk. The background is a dark blue gradient.

Before you do anything...

Select your topic

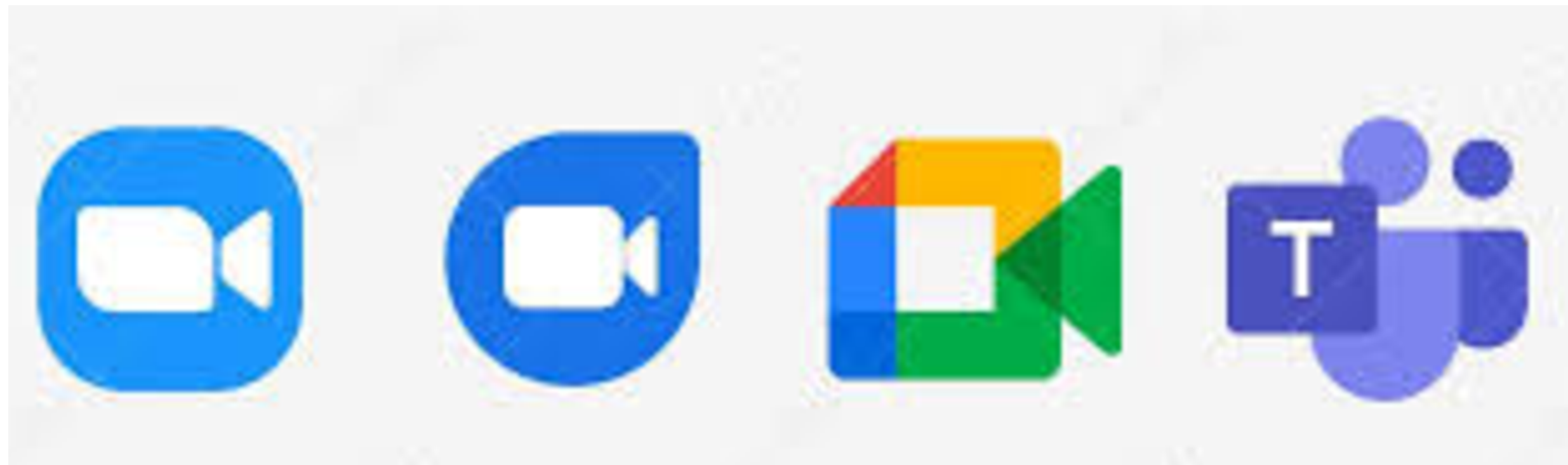
Identify your audience

Create your presentation outline

Determine what tools you need

Technical Setup

Choose your platform



Feature / Category	Zoom	Google Meet	Microsoft Teams
Free-tier meeting duration & participant limits	Free plan: up to 40 minutes for group meetings (3+ participants) in many cases. Meeting Timer+2Pocket-lint+2	Free plan: up to ~60 minutes for group meetings on many listings. Meeting Timer+1	Free version: up to ~60 minutes for group meetings in some comparisons. Meeting Timer+1
Core strengths / what it does best	Strong video-meeting features: breakout rooms, whiteboards, many participants, broad third-party integrations. MinutesLink+2Buddy Infotech+2	Simplicity and seamless integration if you already use the Google ecosystem (Drive, Calendar, Gmail). Sally AI+1	Deep collaboration suite: integrated chat/teams, file sharing, channels, and full Microsoft 365 ecosystem. MyMeet+2MinutesLink+2
Ecosystem / integrations	Works with many platforms, hardware, third-party apps; strong for meeting-centric workflows. MyMeet	Best when your team uses Google Workspace; easy to join meetings directly from Google apps. Sally AI+1	Best when your organisation uses Microsoft 365/Office tools; integrates chat + meetings + files deeply. Pocket-lint+1
Collaboration / document work during meeting	Good features for meetings, sharing screen, breakout, but document collaboration often via integration. Fireflies.ai	Strong for simultaneous docs/sheets/slides collaboration as part of Google Workspace. Sally AI	Excellent for document collaboration, file sharing, team channels in addition to meetings. MyMeet
Security / enterprise features	Has improved security heavily (waiting rooms, E2EE options) though earlier had more criticism. UnSpot +1	Good security within Google infrastructure; simpler model though fewer enterprise-specific extras compared to Teams in some reviews. Tech Research Online	Strong enterprise-grade security, compliance, large-scale readiness and integrations with Microsoft identity + management. MyMeet+1
Usability / learning curve	Fairly easy to use for meetings; feature-rich may require some learning for advanced features. Sally AI	Very user-friendly, minimal setup, high accessibility—especially for lighter meeting use. TechRadar	Feature-rich but a steeper learning curve due to broader collaboration tools beyond just video. Sally AI
Best fit / ideal use case	Organisations needing robust video-meeting and webinar capabilities, lots of participants, breakout rooms.	Teams or individuals already embedded in Google Workspace needing straightforward meeting tool.	Organisations heavily using Microsoft 365 looking for an all-in-one collaboration + communication + meetings platform.
Major limitations	Free plan meeting time limit is stricter; many advanced collaboration features may require add-ons.	Fewer advanced meeting features compared to Zoom or Teams (in some reviews). May lack depth for large-scale enterprise features. Sally AI	Can be “heavy” or over-feature-rich if you only need simple meetings; may require more setup and adoption.
Approximate paid plan hints*	Starting at around US \$14.99/user/month (varies by region, features) for more advanced meeting limits. LinkedIn+1	Included in Google Workspace plans (from lower cost tiers) or as add-on; specifics vary by region. Sally AI	Included in many Microsoft 365 subscription tiers; effective cost depends on bundle of services. Sally AI

Idea Generating Tools



Tool	Key Features	Strengths	Weaknesses	Pricing / Plans
ChatGPT (by OpenAI)	Conversational AI: text, image, file uploads, voice & image tools, custom GPTs, agent mode, code edits. OpenAI+1	Very broad capability; good for writing, coding, research, brainstorming.	Free tier has limitations (in speed, model access, features). It can still hallucinate or give incorrect answers.	• Free: \$0/month, but limited. OpenAI+1 • Plus: ~\$20/month (individual) — expanded access. OpenAI • Pro: ~\$200/month (individual) for highest access. OpenAI • Business/Enterprise: per-user monthly, higher features & compliance. OpenAI
Grammarly	Writing assistant: grammar/spell checking, tone/style suggestions, writing goals, detect AI-generated text, support for documents & apps. Grammarly	Strong for improving writing quality, ease of use, integrates with many writing situations.	Less oriented for full creative generation or coding; writing-only focus. Premium features needed for full capability.	• Free: basic writing support. Grammarly • Pro (individual): ~£10/month (if billed annually) in UK region. Grammarly • Enterprise: custom pricing for organizations. Grammarly
Goblin Tools	A set of focused AI utilities (task-breakdown, tone-adjustment, etc.), including an “AI ADHD Planner” app for breaking down big/overwhelming tasks. App Store	Good for specific use-cases: productivity, organizing, neurodivergent-friendly, smaller scope.	Not as full-fledged as a broad AI assistant; fewer advanced features like full conversational reasoning or coding.	Free to install; in-app purchases. App Store
Copilot (referring to GitHub Copilot)	AI pair-programmer: code suggestions/completions, chat in IDEs, coding agents, works in VS Code/JetBrains/etc. GitHub+1	Very useful for developers: speeds coding, handles boilerplate, supports many languages & IDEs.	Usage limits on free tier; quality depends on language/representation; cost can scale for heavy usage.	• Free tier: \$0 — limited usage (2,000 completions/month, 50 chat requests) for individuals. GitHub+1 • Pro: ~\$10/month or ~\$100/year. GitHub • Pro+: ~\$39/month or ~\$390/year for higher limits + more models. GitHub+1
Perplexity AI	AI search/conversational engine with citations, supports file uploads, image generation (in higher tiers), research-oriented. Perplexity AI+1	Good for research, exploring questions with source citations, quicker answers than full chats sometimes.	Free tier lacks many advanced features; heavy usage can require premium. Focus is more on search/QA than full assistant.	• Standard (Free): unlimited basic searches, no advanced models. Perplexity AI • Pro: ~\$20/month (or ~\$200/year) for advanced models & features. Perplexity AI • Max: ~\$200/month (or ~\$2,000/year) for unlimited & top models. Perplexity AI • Enterprise: ~\$325/month per seat. Perplexity AI
Gemini (by Google / DeepMind)	Multimodal AI: text, code, images, audio, video; features like “Gems” (custom chatbots), integration with Search, Android, Google-apps. blog.google+2TechCrunch+2	Very capable model, broad domain (multimodal), tight integration with Google ecosystem.	Some complexity in tiers; full features may need higher subscription; still evolving features.	Specific monthly pricing not fully detailed here, but e.g., earlier reports mention ~\$20/month for advanced version. AP News Note: Official tier/pricing may vary by region and update.

The different systems, plus apps and integrations:



Tool	Key Features	Ideal Use-Case	Pricing / Plan Highlights
Canva	Drag-&-drop graphic/slide/video design; templates; stock media; brand kits; collaboration tools.	Individuals, freelancers, small teams needing visual content quickly.	• Free: basic features. ThimPress+2Admina+2 • Pro (individual): ~\$12.99/month or ~\$119.99/year. VidAU.ai – AI Video Generator+1 • Teams/Business: starts ~\$100/year per person (for teams) per some listings. Designers Choice+1
Gamma (app)	AI-driven creation of presentations/documents/web pages; automated layouts; exports.	Users who need to quickly produce polished decks/web pages with less manual formatting.	Free: basic features + limited AI credits. Plus: ~\$10/month per user (\$8/month if annual) for more AI usage. Pro: ~\$20/month per user (\$15/month if annual) with advanced features. Gamma Help Center+224Slides+2
Mentimeter	Interactive presentations: live polls, word clouds, quizzes, Q&A built into sessions.	Educators, trainers, meeting facilitators who want live audience engagement.	Free plan: create unlimited presentations; limited features. Mentimeter Help Center+1 Paid plans: more slides/questions, exports, integrations — pricing depends on license count. Mentimeter Help Center
PopAI	A browser-extension/assistant for summarizing documents, converting content (PDFs/images) into slides or other formats using AI.	Professionals/students working with large documents who want quick repurposing or summarizing.	Free tier available. Premium/advanced features: vendor lists a “one-time payment” plan for unlimited tools. Popai
Slido	Audience interaction tool: live polls, quizzes, Q&A, word-clouds; integrates with presentation tools (e.g., Google Slides).	Meeting hosts, events, large-group sessions needing engagement from participants.	Free (Basic) plan: up to 100 participants, limited number of polls. Software Advice+1 Paid plans: e.g., “Professional” ~US\$75/month (1,000 participants) per some listings. Software Advice
Google Slides	Cloud-based presentation app part of Google Workspace; real-time collaboration; import/export PPT; integrates with Google ecosystem.	Teams, educators, collaborators already using Google Workspace who want slide creation with strong collaboration.	Free personal version with Google account (limited storage). Business plans via Google Workspace: e.g., Starter ~\$7/user/month; Standard ~\$14/user/month. Google Workspace+1

The Power of Visual Design

Why visuals matter

Visual design transforms how audiences process and retain information.

Research shows that people remember 65% of visual information after three days, compared to just 10% of text-based content alone.



 Don't	 Do
Overload with text and not enough white space	Focus on keywords and leave visual breathing room
This is a Text-Heavy Slide • Bullet points are only a good idea when they call out a small handful of keywords. If your content includes full sentences and paragraphs, your audience will start to gloss over. • It is your job to call out key information – you're giving a presentation, not a reading assignment. People cannot be expected to read through tons of material while also listening to you speak. • The brain gets overwhelmed when there are no visual resting points. Keep enough white space that your content is in focus; wall-to-wall information leads to information overload.	► This is a Brain-Friendly Slide  Keywords Not full sentences  Icons • Other Visuals Get points across better than words  White Space Visually balances the slide & lets the eye rest

Next Steps



Design your slides

Focus on visual storytelling with clean layouts



Record your narration

Use built-in tools to sync voice with visuals



Export and share

Save as MP4 for easy distribution

Ready to transform your presentations?

Start with one slide, apply these principles, and build from there. Your remote audience will thank you for creating engaging, professional content they can learn from anytime, anywhere.





Design Principles for Presentations



One Idea Per Slide

Focus each slide on a **single concept** to prevent cognitive overload. Viewers watching asynchronously need clear, digestible chunks of information.



Minimal Text

Use **concise phrases** instead of full sentences. Your narration will provide the detail—slides should highlight key points only.



Strong Visuals

Replace text blocks with icons, diagrams, charts, and images. **Visual elements communicate faster** and create emotional connections.



Consistency

Apply uniform fonts, colors, and layouts throughout. **Consistency** builds professionalism and **helps viewers focus on content**, not design changes.



Declutter Your Slides

If viewers are reading your slides, they're not listening to you. Keep text minimal and let your voice tell the story.

Avoid overcrowding by limiting each slide to 3-5 bullet points or one main visual. White space isn't empty—it's breathing room that improves comprehension and retention.



Enhancing with Multimedia

Add Video Content

Go to **Insert > Video** to embed online videos or local files. Videos enhance engagement but keep them short (under 2 minutes) to maintain pacing.

Use Transitions Strategically

Apply subtle transitions between slides to signal topic changes. Avoid distracting animations that compete with your message.

Incorporate Charts & Diagrams

Transform data into visual stories with charts, timelines, and infographics. Visuals make complex information accessible.



Recording Your Narration

Built-in recording tools

Modern presentation software includes powerful recording features that eliminate the need for third-party tools. PowerPoint's Slide Show tab offers:

- Built-in audio recording
- Automatic slide timing synchronization
- Webcam video integration
- Laser pointer and ink annotations

Record directly within your presentation for seamless integration between visuals and voice.



Exporting as Video for Asynchronous Sharing

Why export to video?

- **Universal compatibility:** MP4 files play on any device without presentation software
- **Consistent playback:** Fonts, animations, and timing render exactly as designed
- **Easy distribution:** Share via email, cloud storage, or learning management systems
- **On-demand viewing:** Perfect for remote teams, flipped classrooms, and training modules

Export steps

1. Go to **File > Export > Create a Video**
1. Select video quality (1080p recommended)
1. Choose whether to use recorded timings
1. Click **Create Video** and save as MP4

Export time varies based on presentation length and selected quality settings.



Presentation Prep



Practice makes perfect

Try different screens, devices & in different settings

Keep your space tidy

Make sure your camera is set at eye level
Check your lighting for shadows or glare
Keep your background tidy & professional

During the presentation

Minimize background noise & distractions
Smile & make eye contact with the camera
Slow your speech & speak clearly

Presentation Delivery

01 Opening

- Greet participants
- Introduce yourself briefly
- Hook your audience (question, fact, or short story)
- State your purpose and what they'll learn

02 Main content

- Present key points clearly
- Use examples, visuals, or stories
- Engage the audience (polls, chat questions, quick checks)

03 Conclusion

- Summarize main takeaways
- End with a clear message, call to action, or reflection
- Thank the audience and invite questions



Engaging your audience

Moderation

Assign a co-host or helper to manage chat flow, attendee questions, and overall technology.

Engagement

Use polls, reactions, or quick prompts throughout.
Invite participation via chat (“Share one idea in the chat about...”).

Wrap with feedback

- Collect questions throughout and address them at designated times.
- Use a shared document or QR code for post-session follow-ups.
- Provide a short link or QR code to a feedback form.



Step-by-Step Virtual Presentation Process

01

Prepare your script

Write speaker notes for each slide.
Practice your delivery to sound natural and conversational, not scripted.

02

Set up your environment

Find a quiet space, test your microphone, and close unnecessary applications to avoid notification sounds.

03

Navigate to recording tools

In PowerPoint, go to Slide Show > Record Slide Show. Choose whether to record from the beginning or from the current slide.

04

Record your narration

Click the record button and present naturally. Use slide timings to control pacing—pause between major sections.

05

Review and refine

Play back your recording to check audio quality and timing. Re-record individual slides if needed without starting over.

Best Practices Checklist

Keep slides simple & focused

One main idea per slide with minimal text. Let your narration provide depth and context.

Maintain visual consistency

Use the same font family, color palette, and layout structure throughout your presentation.

Practice before recording

Rehearse your script multiple times to sound natural and confident. Time yourself to ensure appropriate pacing. Record and playback to refine.

Test audio quality

Record a test slide first to check microphone levels and background noise. Clear audio is non-negotiable.

Include clear next steps

End with actionable takeaways and resources.



Spring '26 Virtual Conference:



February 2 - 6, 2026

Practice your presentation skills at our spring virtual conference!

Submit your presentation proposal on the OACADA website, deadline is Friday, December 5, 2025.





Thank You

Questions?

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