Web Based Presentations – Online Meetings

Think you know about web based presentations and online meetings? Take the quiz to see how much you really know.

Presentations are a necessity in business. You may not always like giving them, but you've managed to learn the basic skills necessary to excel at them. Though they may have served you well a few years ago, today there's no denying that technology is changing the way presentations are done. And in the wake of the changing economy, online presentations can save companies a lot of time and money.

Marjorie Brody, founder of Brody Professional Development says that as with face-to- face presentations, you need to be prepared and comfortable when presenting on line.

So, do you think you have the skills to make a good online presentation? Take the questionnaire and find out. Following you will find the questionnaire where Brody's tips were used to help formulate the questions that will determine whether you are a good online presenter or if this is definitely an area that you may want to look at improving to become a more cost and time effective business.

Instructions
Simply answer each question honestly by circling/highlighting next to the response that you believe is the most accurate. When you have completed the questionnaire, you can add up your score and read the results.

Question One:
Online presentations are best done in the following circumstances:
a. When all participants are in the same office, but you wanted to try the newest web meeting technologies to see if it helps make the meeting more productive.
b. When you have three different managers from offices on the West and East coast who can't connect on the phone, and who can't find time in their schedules to travel for a face-to-face meeting.
c. When you have a large group of people from head office and the overseas offices can't do so for budgetary and travel-related reasons.
d. When you have a large group of sales managers located in offices across the country, but who can't travel for budgetary reasons.

Question Two:
An online presentation can be just as effective as an in- person presentation.
a. True
b. False

Question Three:
What is the most effective length for a live, online presentation?
a. 30 minutes
b. 60 minutes
c. 90 minutes
d. Two hours
e. More than two hours

Question Four:
What colour clothing is best to wear when doing a live webcast with video feed?
a. Items with strips or other patterns
b. White or Red
c. Purple or shades of Green
d. Grey tones and deeper shades of blues
e. Any other sold colours except greys, deep blues, greens and purples

Question Five:
What's the best way to an online presentation?
a. You re a great impromptu speaker, so you figure spontaneous and from the gut is the way to go.
b. From a technical perspective, you show the first slide, giving participants material from your presentation to pique their interest; from a speaking perspective, you welcome everyone first and introduce all participants.
c. You show the title slide of your presentation, then delve right into the material, starting with an anecdote.
d. From a technical perspective, you show your title slide; from a content perspective, you welcome everyone first and then let people introduce themselves, as needed, if they speak.

Question Six:
Making regular eye contact with audience members – *something essential for face-to-face presenting – is not as easy with videoconferences using Internet meeting technology. So, the proper use of another aspect of body language – gesturing – is even more critical to convey openness and confidence to participants. You should ...*

a. Cross your arms across your chest or keep them still by your sides
b. Point fingers and make fists to convey points.
c. Gesture with arms and hands outward.
d. Nod your head and smile at appropriate moments.
e. Use gestures sparingly to convey specific concepts, and keep them controlled.

Question Seven:
If you're coordinating the web meeting, it's important to use the following technologies:
a. Slide control, polling, and instant messaging.
b. Answer (a) plus also
c. streaming audio and whiteboarding.
d. Answer (a) & (b) plus also application broadcasting.

Question Eight:
What communication technology is the best method for speakers to deliver the audio portions of online presentations?

a. Landline put on do not disturb
b. A landline
c. Speakerphone
d. Mobile phone

Question Nine:
Numbering your PowerPoint slides is not necessary if the file will be turned into a PDF handout for the participants to print and use for notes.
a. True
b. False

Question Ten:
As you plan your presentation you think of what types of audience questions to ask. You decide to.
a. Stay quiet. They're paying to hear you tell them answers to their questions, not ask them anything.
b. Ask them personal questions to get familiar.
c. Ask demographic questions such as, Where are you attending from?
d. Ask questions to secure feedback, and measure the effectiveness of your message.

Question Eleven:
What is the most effective way to handle questions from participants?
a. Allow participants to ask
b. questions as they arise.
c. Take schedules breaks during your presentation, and ask if there are any questions before moving on.
d. c. You or the moderator tell them to email questions that

will be answered when you are finished.
a. Once the introduction is
b. over, you or the moderator tell participants that all questions will be taken at the end of the program.
c. When you are finished presenting, ask if there are any questions.
d. Answers (c), (d) or (e).

Question Twelve:
You can coordinate and host an effective web conference all by yourself, without a moderator, host, or MC (master of ceremonies).
a. True
b. False

Question Thirteen:
The day of your event, you think it may be a good idea to test some of the logistics. After careful thought, you decide to…
a. Do nothing it's all under control, and you're the speaker, there's no need to get involved.
b. Visit the URL links that will be sent to registered participants.
c. Ensure that your computer has the software necessary to view all graphics and moderator comments; if not, upload it.
d. Double-check the call-in phone number(s) for participants and presenters.
e. e. Answers (b), (c) & (d).

Question Fourteen:
As the web meeting speaker and/or organiser, it's helpful to have two computers set up to show both views of the presentation – speaker and participant.
a. True
b. False

Now it's time to tally your score. The points awarded are allocated next to each possible answer. When completed add up your score and read what your score means on the following page.

Question One:
a. (0) b. (2) c. (6) d (10)
Question Two:
a. (10) b. (2)
Question Three:
a. (0) b. (8) c. (10) d. (4) e. (2)
Question Four:
a. (0) b. (2) c. (8) d. (10) e. (4)
Question Five:
a. (0) b. (2) c. (6) d. (10)
Question Six:
a. (0) b. (2) c. (4) d. (6) e. (10)
Question Seven:
a. (10) b. (8) c. (2)
Question Eight:
a. (10) b. (4) c. (2) d. (0) e. (0)
Question Nine:
a. (2) b. (10)
Question Ten:
a. (0) b. (2) c. (4) d. (10)
Question Eleven:
a. (0) b. (2) c. (4) d. (6) e. (10)
Question Twelve:
A (2) b. (10)
Question Thirteen:
a. (0) b. (4) c. (6) d. (8) e. (10)
Question Fourteen:
a. (10) b. (2)
YOUR SCORE: _____

What Your Score Means

98 to 140   Excellent Presenter
You re clearly an ace when it comes to online presenting! You are probably a real pro on the platform, too. You understand the nuances of internet presentations, and having a virtual audience spread out across time zones, doesn't phase you at all. An internet glitch or software crash won't affect your overall performance - you've been there, done that and, more importantly, you know how to cope with unexpected technology related crises because you are prepared.

58 to 96   Good Presenter
Congratulations on a respectable score. You've done all your advance preparation with regard to your online presentation s hardware and software aspects, practiced your presentation many times before the date itself, and taken the time to really understand your audience members and their needs   even if you can't shake their hands. You know the basics, but you can fine-tune some skills when it comes to online presenting, such as how to create the most effective PowerPoint slides - one of the biggest problem areas that even experienced online presenters encounter. Web conferences work best when slides are created using simple graphics and a few, consistent colours.

34 to 56   Average Presenter
Not bad. You're not going to disappoint cyber audiences, but they probably won't be bowled over, either. Ask a trusted friend or colleague to participate in your next online event, and seek their advice on areas that can be improved. Perhaps your PowerPoints slides needs beefing up, or maybe you didn't manage your time well and had to rush the Q & A, not allowing some people time to email their questions. Try doing at least two online presentations a month - one strictly using the computer and internet, and the other incorporating a live remote video feed. Have a trusted colleague or client take copious notes on all aspects of each sessions   your visual (appearance and use of body language), your vocal (how you sound, i.e. did you speak to fast etc.) and verbal elements (did you use appropriate language for your audience, or too many buzz words and jargon etc.) and give you constructive feedback. After six months, you should notice an improvement   and you'll soon be able to improve your score here.

8 to 32   Poor Presenter
You get an A for effort, but maybe online presenting is not your cup of tea. Patience is hardly our strong suite, and you firmly believe that you just can't effectively convey information to people unless you can do so in person, face-to-face. Stick to traditional speaking, at least until you've had time to do a few trial runs speaking to online audiences. Maybe do one for a group of friends first.

6 or fewer Time To Unplug Your Computer And Get Some Coaching
Admit it, when your system crashes you've been known to kick the tower. Let's face it: You're not doing your audience members any favours by attempting to use this medium to deliver your message but you cannot avoid it either. Hire an experienced online presenter to learn your material, while you sit in the background watching your monitor.