

ADVICE ON PREPARING FOR ONLINE WORKSHOPS AND PRESENTATIONS

Swipe for tips and tricks!

These tips are all about online presentations, workshops or talks that you may have to do for uni, college, an artist commission, or even a job.

Full scale PDF version available from the link in our bio!



KNOW YOUR STUFF

The More I Know The Better -*
Tame Impala

We know it's less but for the purpose of this we changed it x*



What's the history of your subject matter? You don't have to be an expert, but it's good to know the history of your topic, to contextualise your presentation.

Remember to think local and global history!

Are there any social impacts to your subject? Showing social relevancy can help inform your discussion and make it relatable. Back this up with some statistics!

What familiar examples can you present to relate to your audience? If you're talking about something niche, make it more accessible by inserting a story, article etc that relates to the audience.

Are there any recent updates/news on the topics you're discussing? ie newly published articles or reports.

How do *you* relate to this subject matter? Prepare an anecdote just incase!

ASK QUESTIONS!

These questions are for generally when you've been commissioned by an external company, but can be applicable for any type of presentation!

What's the average amount of participants attending my talk? Who will be attending my talk?

How long is my presentation for, and do I have a Q+A?

Will there be someone from the tech team to help out?

Can I join the presentation early to set up and ask any last questions?

Will this presentation be recorded and used for later use? If so, what are my rights?

Do I have to keep the camera on whilst presenting?

Can you provide a facilitator / artist contract for me?





A BASIC STRUCTURE OF A PRESENTATION

This will vary, depending if you're presenting research/your own work, or you're teaching/doing a workshop, so take what you need!



Thank your participants with another slide. Include your @'s here, too!



Introduce yourself, include your name, location, pronouns, occupation and thank the participants for being there. (1 Slide)

Make 'link' pages, such as a relevant fact/case study, and then use this to transition onto the next topic. (1+ slides to bridge two different topics)

Find a video to show. This gives you a minute to gather your thoughts + notes for the next slide, and is fun for the audience to watch! (1 slide)

Include a page of the sources you've used in the workshop (articles, videos, studies)

Contents page- go through a short bullet point list of what you'll be talking about! (1 slide)

Your main content - this will be the topics you mentioned in page before! (2-8 slides)

Summarise the presentation. What have we learned? What can we do in the future? (1-2 slides)

Q+A Slide (include your contact email, social media, and handle on this page)

WHAT CAN I CHARGE FOR MY WORKSHOP/PRESENTATION?

Yassss get paaaaaid!



PREPARATION FEE

Presentations and workshops can be very time consuming to make, so it's important to include this time as part of your payment!

If it's an hour-long presentation, chances are you're going to be taking at least 2 hours to make it, so include this fee.

Trust, time is money!

PRESENTING FEE

This is usually a flat fee for the amount of time you are asked to present, including the workshop included, and the Q+A at the end!

WHAT FEES CAN I CHARGE?

This varies, and is individually priced based on your qualifications, length and degree of experience and practice in your subject area / workshop.

Guidance on artist rates:

www.a-n.co.uk



HERE'S AN EXAMPLE OF A ROOT-ED ZINE PRESENTATION



There was more to it, just showing the bits relevant to the advice page!

FINAL THOUGHTS

If you're anxious about the presentation, ask if you can do a short practice run with just the host prior to it beginning, or alternatively practice it with a friend!

Put an image on each slide to make it interesting. The 'Design Ideas' feature on PowerPoint is amazing!

We promise no one is looking for perfection, so if you stumble or go blank, take a few seconds to pause and get your notes up. It's okay!

Have a notebook / tablet with all your notes to view whilst presenting. The more precise the notes are, the better, so you have 'trigger' words to bounce off from!

If you can't answer a question in the Q+A, don't worry. Just offer your email as a way to get in contact for a later date.

Send a copy of your presentation to the host prior, as a backup option incase you have issues screen-sharing.

Make sure you've closed any social media, music/media apps on your laptop, and turned your phone on silent!

**HAVE ANY
MORE TIPS?
COMMENT
THEM
BELOW!**

**FIND A FULL PDF
VERSION OF THIS +
MORE ON OUR WEBSITE.
LINK IN OUR BIO!**

