

General Presentation Planning Tips

- Less is more – aim to use only a handful of slides detailing key information
- Share detailed information in written supplement, ideally distributed prior to the presentation
 - Allows presenter to reference
 - Allows members to follow along
- Include a call to action – tell the group what you need them to do

Impactful Zoom Presentations for the CPWG

1

Determine how you wish to use chat

2

Communicate key information in slides, while providing detail in written materials

3

Consider implications to end users and stakeholder groups

4

Present proposed solutions

5

Call to action – tell the group what you need them to do

6

Later – circle back to the group with feedback