Tools for Life Webinar Series - Guidelines for PowerPoint Presentation

Tools for Life uses the Adobe Connect webinar system combined with internal VoIP for audio.

Adobe Connect supports MAC and Firefox and other operating systems including mobile devices. Presenters should be on a Mac or PC.

**Test Your Connection:**

All presenters should [test their connection](http://atia.adobeconnect.com/common/help/en/support/meeting_test.htm) to minimize problems due to firewall, bandwidth, etc.

If you’ve never attended were presented on an Adobe Connect webinar then we highly recommend that you [get an overview](http://www.adobe.com/products/acrobatconnectpro/demo/) of the system. All speakers will go through an orientation process with the webinar Moderator.

**When you are preparing your microphone and speakers, please keep in mind:**

Presenters should have access to a headset with microphone. This is proven to be the best combination for optimal sound quality. If a presenter would like to use the built in microphone on their laptop or other device, then a webinar orientation should be scheduled at least 3 days to test audio capabilities.

**The webinar system supports the following capabilities:**

* Presenting material via PowerPoint
* Showing videos
  + Each video should be short in runtime to ensure the file can be uploaded to the system. We suggest that around two minutes or less is optimal. If you have a question about a video you would like to use, we should schedule your orientation as soon as possible to test the file(s).
  + **The video must be converted to a flash file** (.flv or .swf) before uploading into the webinar room. You can use a free video converter such as Any Video Converter software which can be downloaded from <http://www.any-video-converter.com/products/for_video_free/>.
  + Do not insert video into the PowerPoint. Any videos used must be uploaded as a separate file.
* Demonstrating an application on your desktop.
* Showing a webpage.
* Polling the audience and receiving immediate results

**In preparing your webinar, keep the following things in mind:**

* PowerPoint slides should be dark font against a light background. This is important for optimal viewing and for printing the handout.
* Limit text to 3-4 bullet items per slide. Font size should be as large as possible.
* Alt text should be included for all graphics to ensure the handout is accessible when converted from PowerPoint to PDF. Please see attached Tools for Life accessibility guidelines for making power points and documents accessible.
* Only Flash Video formats are supported – .flv or .swf. See above for information on a free video converter which converts most video file formats to flash.
* All language should be conducive to [*person first language*](https://disabilityisnatural.com/explore/people-first-language) when talking about or referring to people with disabilities.

If you run into any issues or have any questions please contact the Tools for Life Training, Development and Outreach Coordinator, Liz Persaud, at 404-385-6573 or [liz.persaud@gatfl.gatech.edu](mailto:liz.persaud@gatfl.gatech.edu)