

Exciting, Enriching, And Surprisingly Easy: Tips And Tricks to Contribute Your Knowledge in an FDLP Academy Webinar



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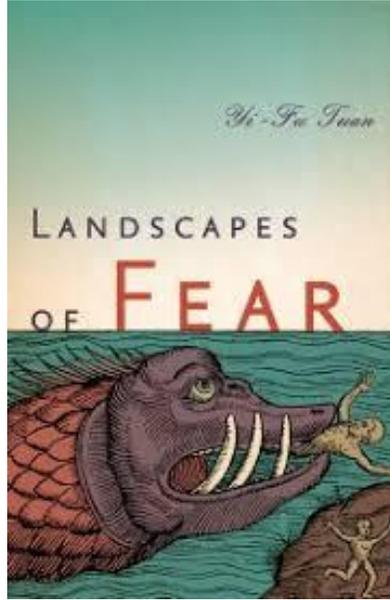
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What is the major
reason you have not
prepared a Webinar
for the FDLP Academy?

Fear

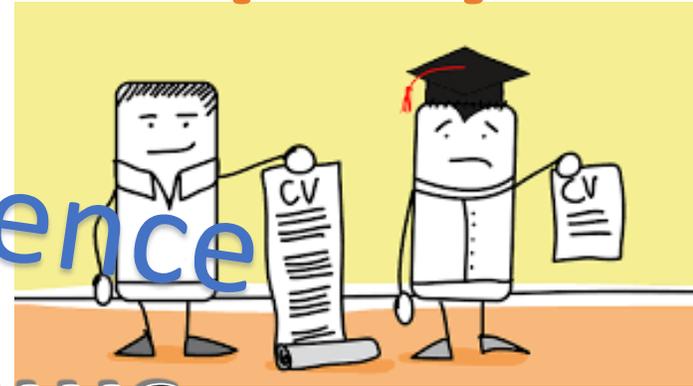
Think your
idea isn't
good enough

No time



Lack of public speaking
experience or your voice
isn't newscaster quality

No experience



smarter

doing webinars are

Think those guys



In High school and the first years of college, I was too timid to make a phone call

When we moved to Puerto Rico, it took me 5 years to be comfortable speaking Spanish even though I understood and read it really well.



who me?



How I started doing webinars

Joe Paskoski asked me at a conference

Who me?

I am not a big name, I don't have years in government information, I am not a researcher, I barely know that Congressional committees exist and still am not sure exactly how it works

I am passionate about the need for an educated citizenry and that includes those who are poor, marginalized, not served, and the speakers of other languages

I am an educator

There are as many styles as there are presenters and there are multiple topics

What is a webinar?

- A webinar is an online seminar or workshop delivered over the internet.



PLANNING YOUR WEBINAR

Questions to ask yourself when planning:
who, what, when,
where, how and why



Define your audience:

Colleagues

Students (What level?)

General Public

Particular Groups (Children, Nurses, Senior Citizens, others)

Faculty

Researchers

Others

Many presentations can combine various audiences and many presentations easily become webinars.



Any Topic Related to Government Information:

Specific agencies

Particular themes

Congressional Documents and Information

Special Collections

Specific documents of historic value

How to do it sessions



WHERE?



Once you have developed a presentation there are numerous places to present it, including locally, at other virtual conferences, to schools, to classroom groups and even on your library web page



Start now, do one a year, one every six months, one a month or even one a week.

Ask yourself, How would I want this information presented if I did not know the topic

Think about it for awhile
Ask colleagues and users

Make an outline

Fill in the details

Add links to more detailed information and to supporting documents

Choose images and graphics

Create images and graphics if needed





A popular government without popular information, or the means of acquiring it, is but a Prologue to a Farce or a Tragedy; or perhaps both, Knowledge will forever govern ignorance; and a people who mean to be their own Governors, must arm themselves with the power which knowledge gives.

James Madison

(letter to W. T. Barry, August 4, 1822)



Of course, for our wonderful library users and colleagues



TIPS & TRICKS



Dr. Seuss

Today you are **YOU**,
that is **TRUER** than true.
There is **NO ONE** alive
who is **YOUER** than **YOU!**

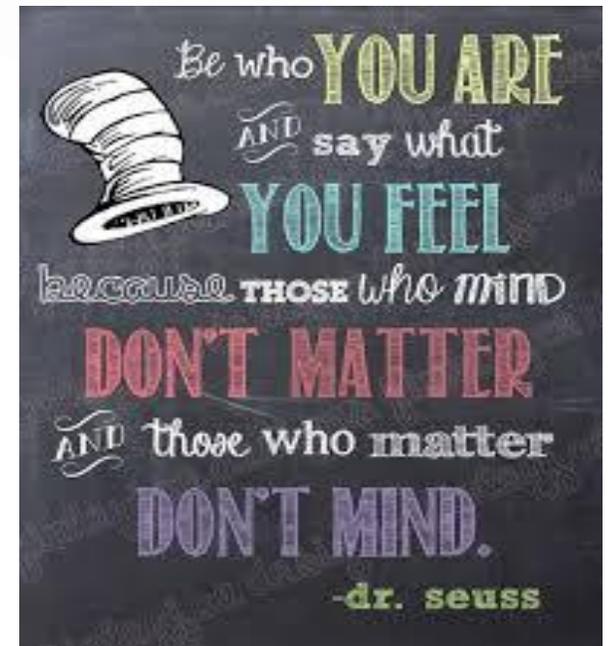
Be Yourself

Choose a topic you know and are passionate about

Do something you do daily

Have colleagues listen to a practice session and be present when you do the webinar

Get feedback from students and/or others who know nothing about your topic





Check out other webinars on
<https://www.usa.gov/>

<https://www.ready.gov/webinars>



Check out the existing webinars on the
FDLP Academy site

RESEARCH YOUR TOPIC WELL
BUT ACCEPT THAT YOU CANNOT
LEARN IT ALL



Live
webinars
available



Check out [usa.gov](https://www.usa.gov) for “how to make a presentation”

Some of my favorites are:

<https://www.ncbi.nlm.nih.gov/pmc/articles/PMC1857815/>

<http://dor.ca.gov/DisabilityAccessInfo/DAS-Docs/7-Steps-2-Create-Accessible-PowerPoint-Slideshow.pdf>

Has general applicability but is specifically designed to create power points which are accessible to those with disabilities. It is a product of the Department of Rehabilitation of California

Webinar



What makes a webinar different from a face-to face presentation

Remember that the audience cannot see you, so you cannot count on “body language” to help to convey your thoughts

Can't see your audience-recommend having colleagues present as an audience

Harder to know in advance who your audience is

More possibilities of technical problems

Can be more difficult to ask and answer questions



What makes a webinar different from a face-to face presentation

A good thing—possibility for a larger, more diverse audience who will spread your message

New opportunities can come from doing webinars

No one can see your hair or your clothes or how nervous you are or if you pick your nose





Technical Aspects to Consider

25 to 35 words per slide and simple is fine. It's okay not to use a fancy design or illustrations

Minimize transitions

If not comfortable with design or graphics, find a colleague who is or contact your organizations public relations department

Use a white or light background. People with vision problems and older people have trouble with light letters on a dark background



In Google, when in images, choose tools, and then usage rights which allows you to limit to non-commercial, free to use images

You can use usa.gov and switch to images

Cutesy designs or novelties (rabbits jumping across the slide, fancy transitions) should be used sparingly

However, it helps to have a little comic relief with a funny slide

This does not work for everyone

The Power Point slide should not replace you
Consider a consistent theme throughout the presentation



STUFF WILL GO WRONG

How to use the CFR?

What's a Supreme Court Report and why is it important?

Historical and special collections from specific libraries

What are your 5 favorite documents and why?

What are congressional hearings and how do they work?

Documents and federal information in other languages

Community outreach programs

What are the 5 most interesting questions you have been asked and where did you find the answers?



Contact GPO
and then contact me
and I will happily
advise and edit

I would be
UNSTOPPABLE...
if i could just
get started.



**SUPER
THANK
YOU**

Questions?

