**Teaching Effectively in a Large Audience Setting 2021**

**Introduction**

Find a way to get the audience to root for you.

* Explain in humble terms why you think your presentation will help the audience
* Consider calling out anything you are worried about (fast talker, accent, nerves, etc) and pledge to work on mitigating the impact of it
* (Virtual) Have your camera on early and welcome early attendees by name as they join

**Choosing Content**

If you are giving a talk multiple times you can learn from early iterations. Otherwise, do some pre-work to get advice and feedback.

Strategies:

* Present your material in an interactive small group or 1:1 setting to get feedback and questions
* What pearls have changed your practice or what have you seen others struggle with?
* Ask the organizers of your presentation forum what they think the audience will need and want
* Consider polling the audience during your presentation and adjust the pace of your presentation based on their relative comfort with each sub-topic
* Do not try to be overly comprehensive. Purposefully focus on the cruxes of the content
* Include content relevant to different learners – basic, intermediate, advanced

**Getting and Keeping Engagement with the Audience**

Attention during classroom-style lectures tends to wane after about 10 minutes. Use techniques to re-engage your audience at least every 10 minutes.

* Audience Response: can use old fashioned hand raising, clickers, or online polling apps. (Virtual) Can also use “chat cascade”
* Buzz Groups: provide a question and have the audience talk to their neighbor for a brief predetermined time
* Motion: walk in and among the crowd or have the audience stand up or raise hands
* Storytelling: take a break in the PowerPoint to tell a real life example/anecdote.
* Humor: funny comments are often more humorous than placed slides. Self-deprecation always works
* Emphasize key points and why the audience will benefit from knowing them
* (Virtual) Interact with chat feature if possible. Consider co-presenting and have 1 person assigned to chat
* (Virtual) Ensure good camera angle and lighting. Consider intermittently turning off the “share slides” feature to emphasize your face as you tell a story

**Optimizing PowerPoint**

* Use your time for content selection, engagement techniques, and oral delivery practice… not PowerPoint gimmicks
* Use a simple format with high contrast between font and background
* Vary the type of slides that you use (avoid overreliance on bullet point slides)
* Minimize text: no more than 5 lines/slide or 5 words/line in most cases
* Highlight your data slides by enlarging the key data and eliminating extraneous data

**Nerves**

* Choose a topic that you are comfortable with and choose real anecdotes that you can tell easily from memory.
* If you don’t have anecdotes, create them! Ask colleague(s)/expert(s) and report to audience their response(s)
* Exposure therapy! Present the same content repeatedly and hone it with feedback
* Show up early. Send your presentation to the organizers and bring it on a thumbdrive and email it to yourself