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

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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.
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
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
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
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
Check out usa.gov for “how to make a presentation”

Some of my favorites are:

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


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.
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.

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

If not comfortable with design or graphics, find a colleague who is or contact your organization's public relations department.

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.
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.
SUPER
THANK
YOU