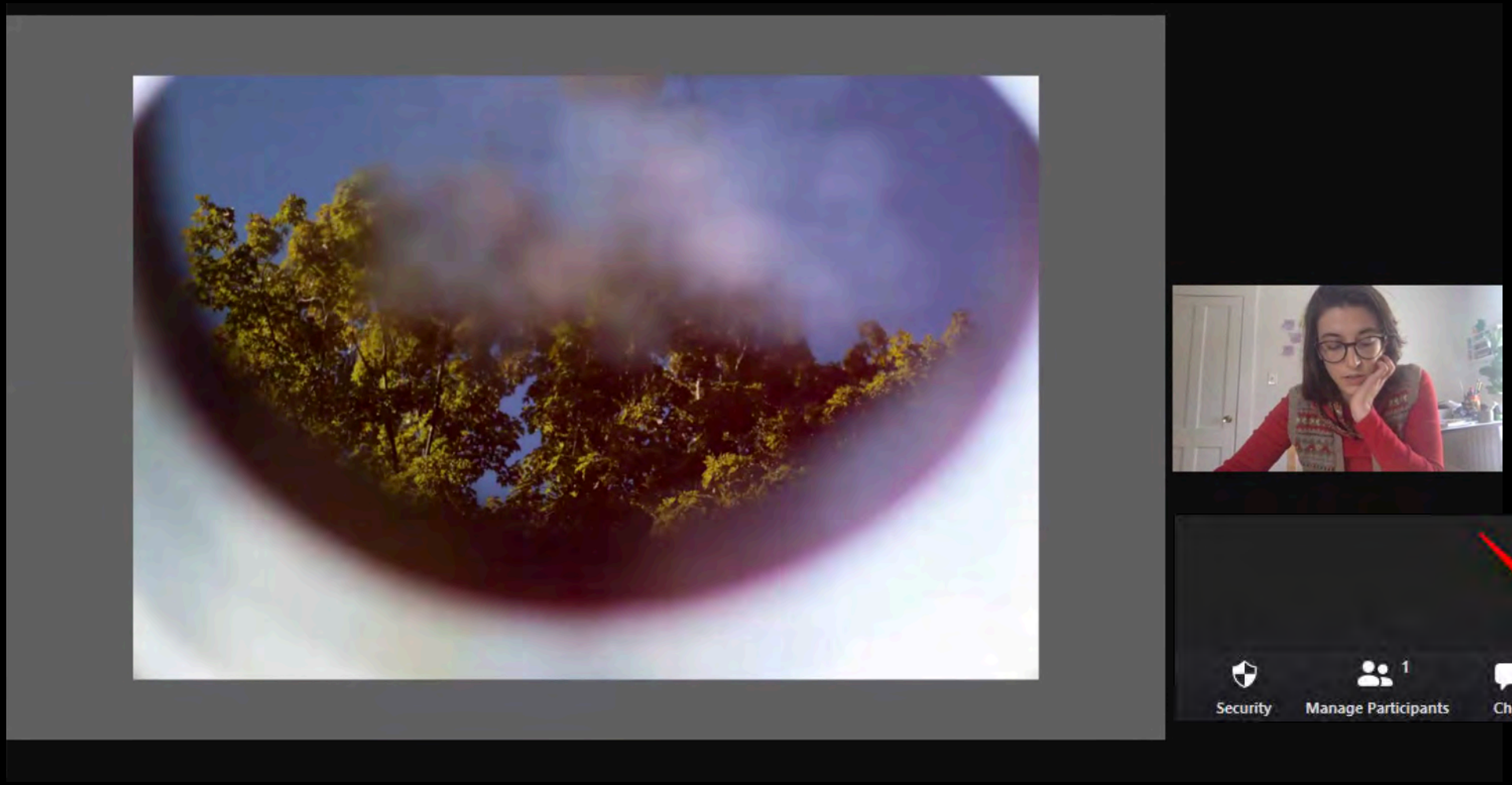
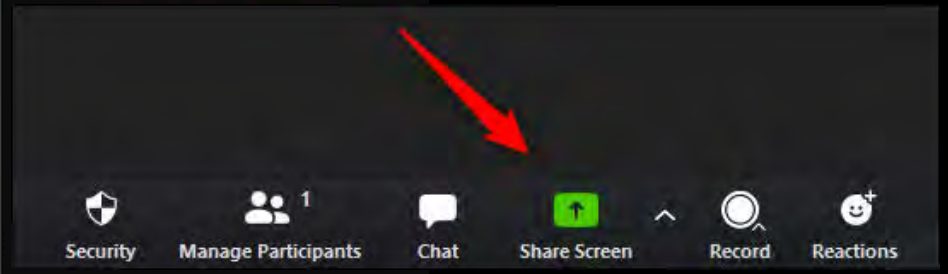
BEST PRACTICES FOR ONLINE PRESENTATION OF WORK





MFA-LR REVIEWS PREP

MassArt | December 2023 | Rebecca Morrison

BEST PRACTICES FOR ONLINE PRESENTATION OF WORK

GENERAL TIPS TO KEEP IN MIND:

KEEP YOUR INTRODUCTION BRIEF. While this is an opportunity to contextualize your recent work, this is a review and not an artist talk. You should aim to reserve the vast majority of your 30 minutes for reviewer feedback and discussion. Trust the process and know that all reviewers have spent time with your work in advance; you don't need to explain it from the ground up.

FIND A SYSTEM THAT LETS YOU FOCUS ON HEARING FEEDBACK RATHER THAN PRESENTING.

ADOBE BRIDGE (free to all MassArt students) is one option to show a looping slide-show of stills, so that you can be hands-off. You can also loop a presentation form Google Slides, PowerPoint, Keynote, Acrobat, etc. If you do opt for a brief presentation, LIMIT TEXT TO CAPTIONS ONLY. *Don't feel the need to read an intro!*

MAKE SURE TO USE HIGH-RESOLUTION IMAGERY. Image files should be 2000px minimum on the long side, larger if you're using a very high-resolution screen. Sequence your images in advance, manually or through your naming convention.

PLAN FOR TAKING NOTES. Zoom chats will be shared, but don't forget that unless you're using two computers, you cannot take notes digitally during your review. The best system here is to request that a member of your cohort act as a scribe during your review.

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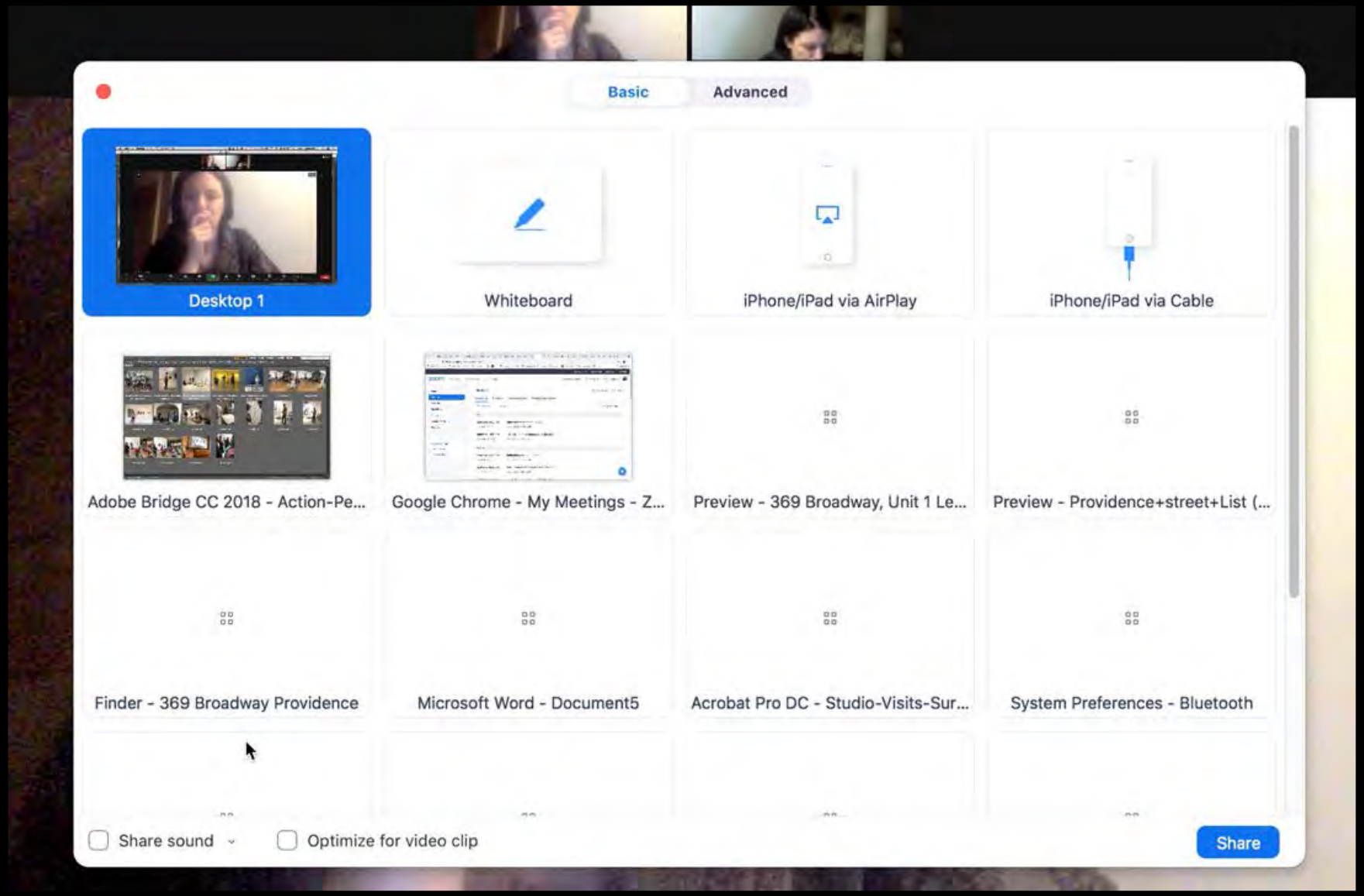

- If you plan to switch between software during your screen-share, share your entire desktop (Mac)

- If you plan to share video, click "Optimize for video clip" from the bottom left corner of this initial dialog box, and, if applicable, "Share sound" or "share computer sound."

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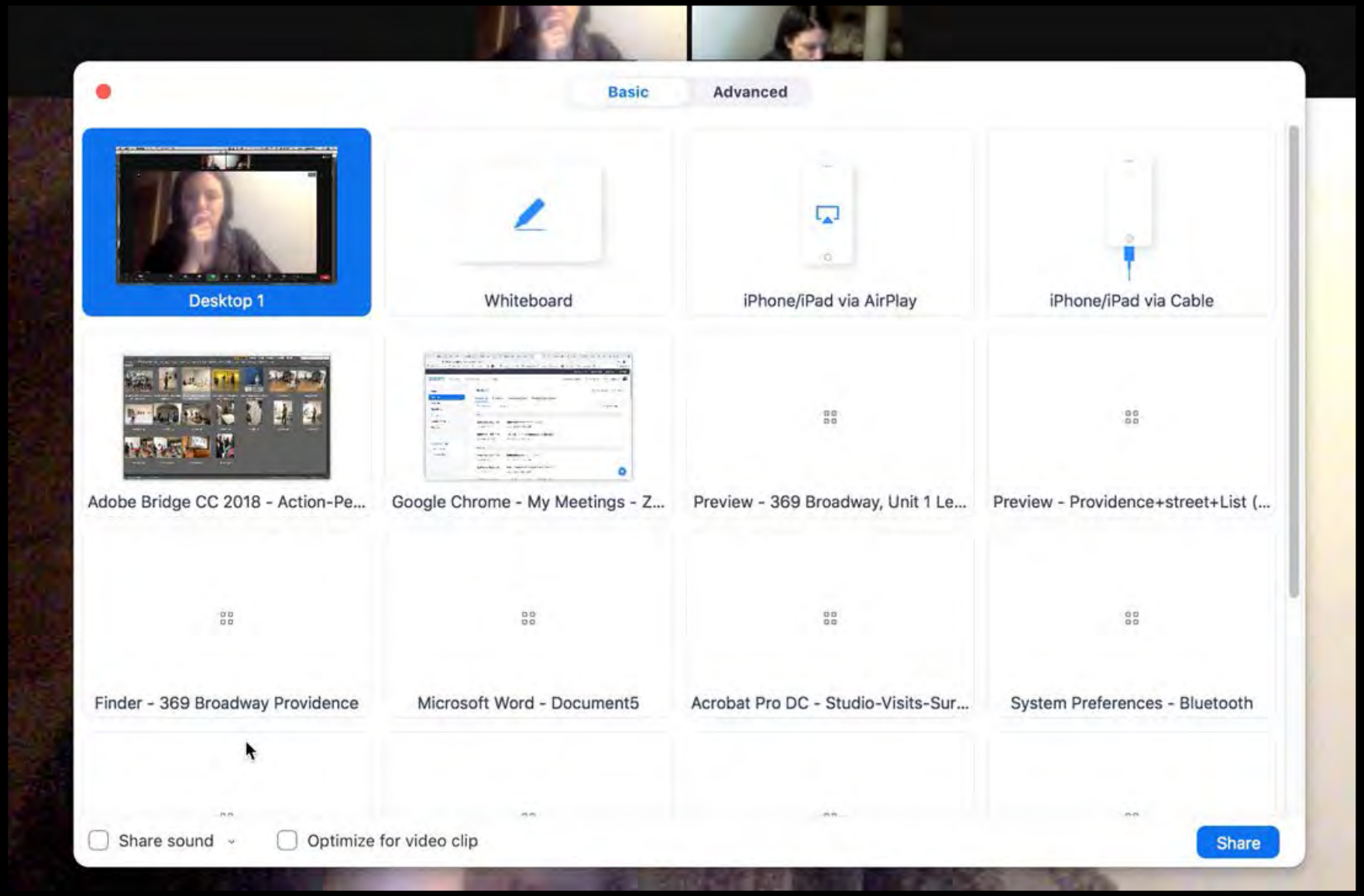

- **TIP 1:** If your desktop is unruly, consider dragging everything on it into a folder called "DESKTOP" for a quick clean-up.

- **TIP 2**: Consider silencing all alerts on your computer during your presentation, including text, calendar, and browser alerts, done in **SYSTEM PREFERENCES** -> **NOTIFICATIONS** on the Mac and in **SETTINGS** -> **SYSTEM** -> **NOTIFICATIONS & ACTIONS** on the PC.

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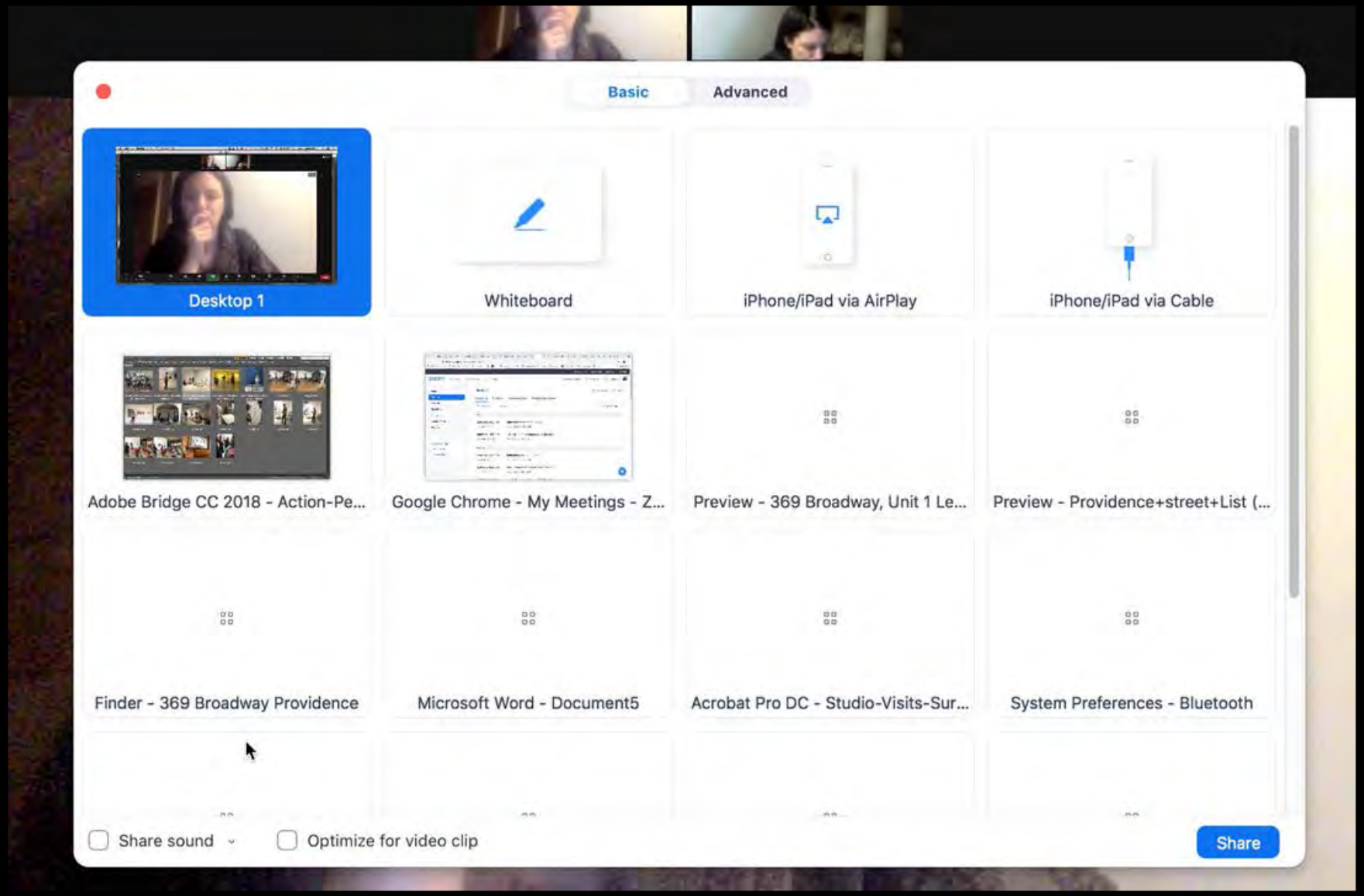

- **TIP 3**: Close all unnecessary programs prior to the start of your screen-share, and open the programs/files you intend to show in advance.

- **TIP 4**: Use your dock or taskbar to switch between programs during your screen-share, rather than dragging windows around to arbitrarily move them out of your way during your screen-share.

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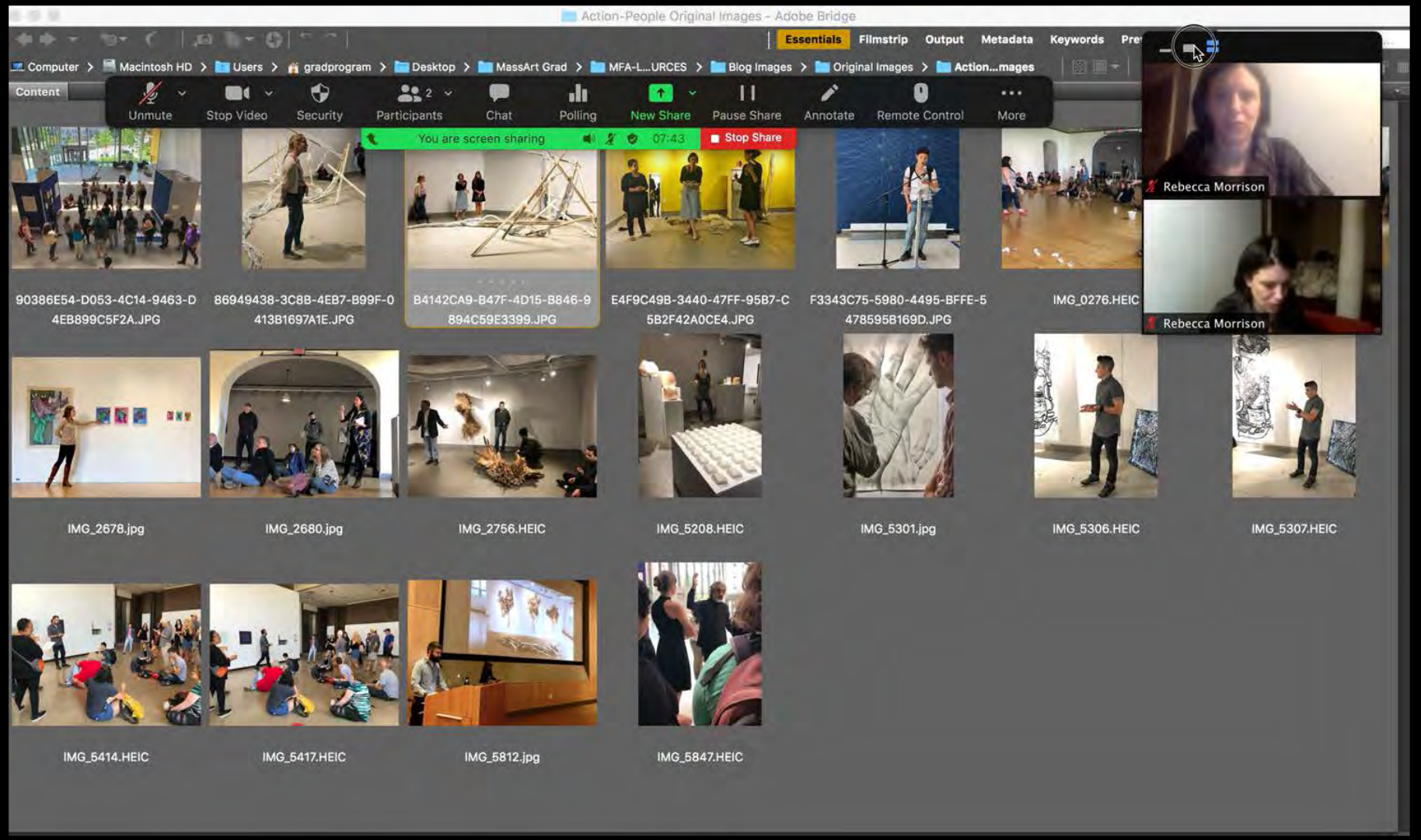

-Familiarize yourself with the Zoom interface as it appears during screen-share: the floating Zoom bar on top (with the green and red boxes, and control icons) and the video panel showing participant faces on the top right.

-Use the three icons at the top left of the video panel to show the speaker, all video participants, or minimize altogether.

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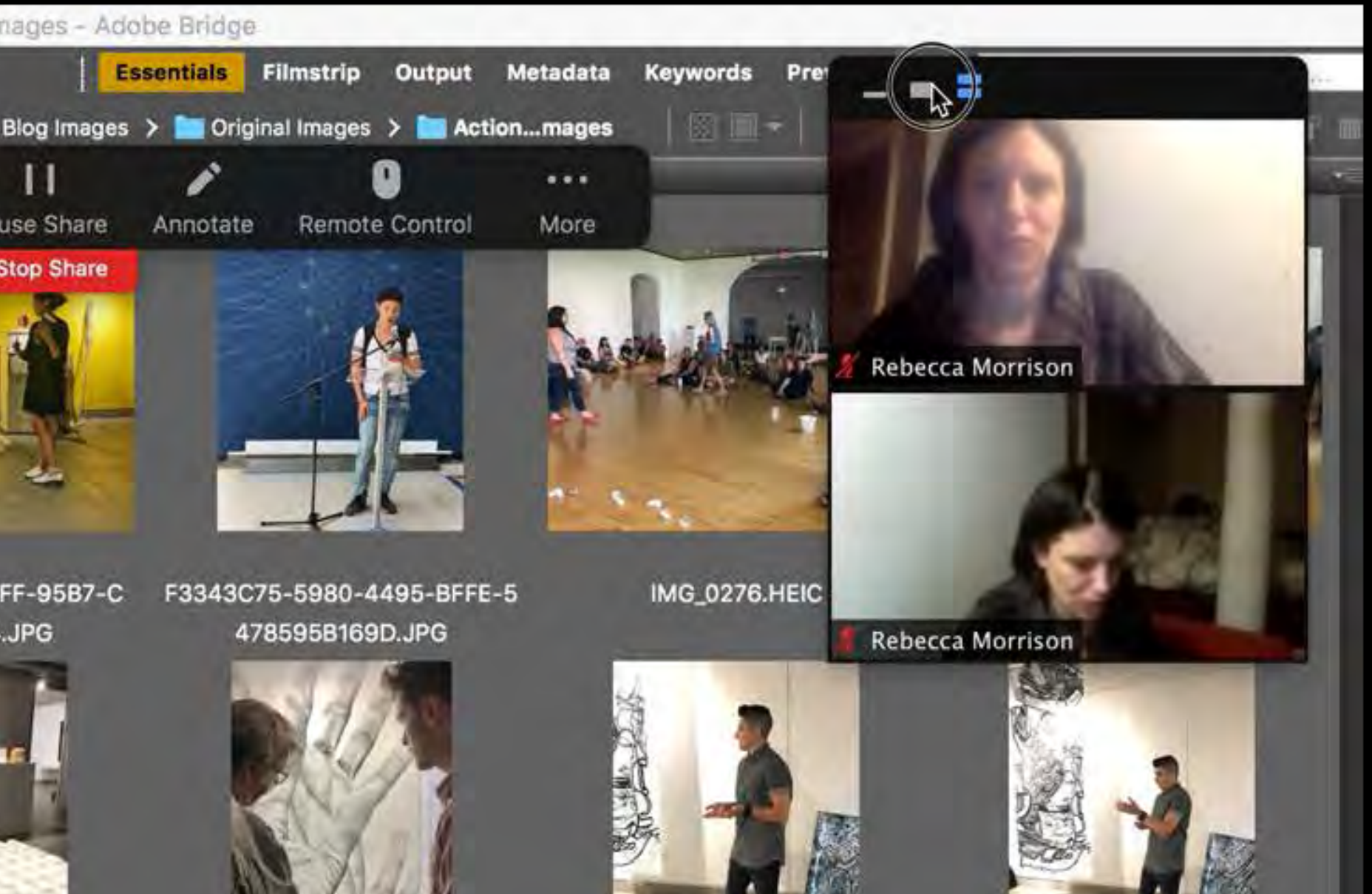

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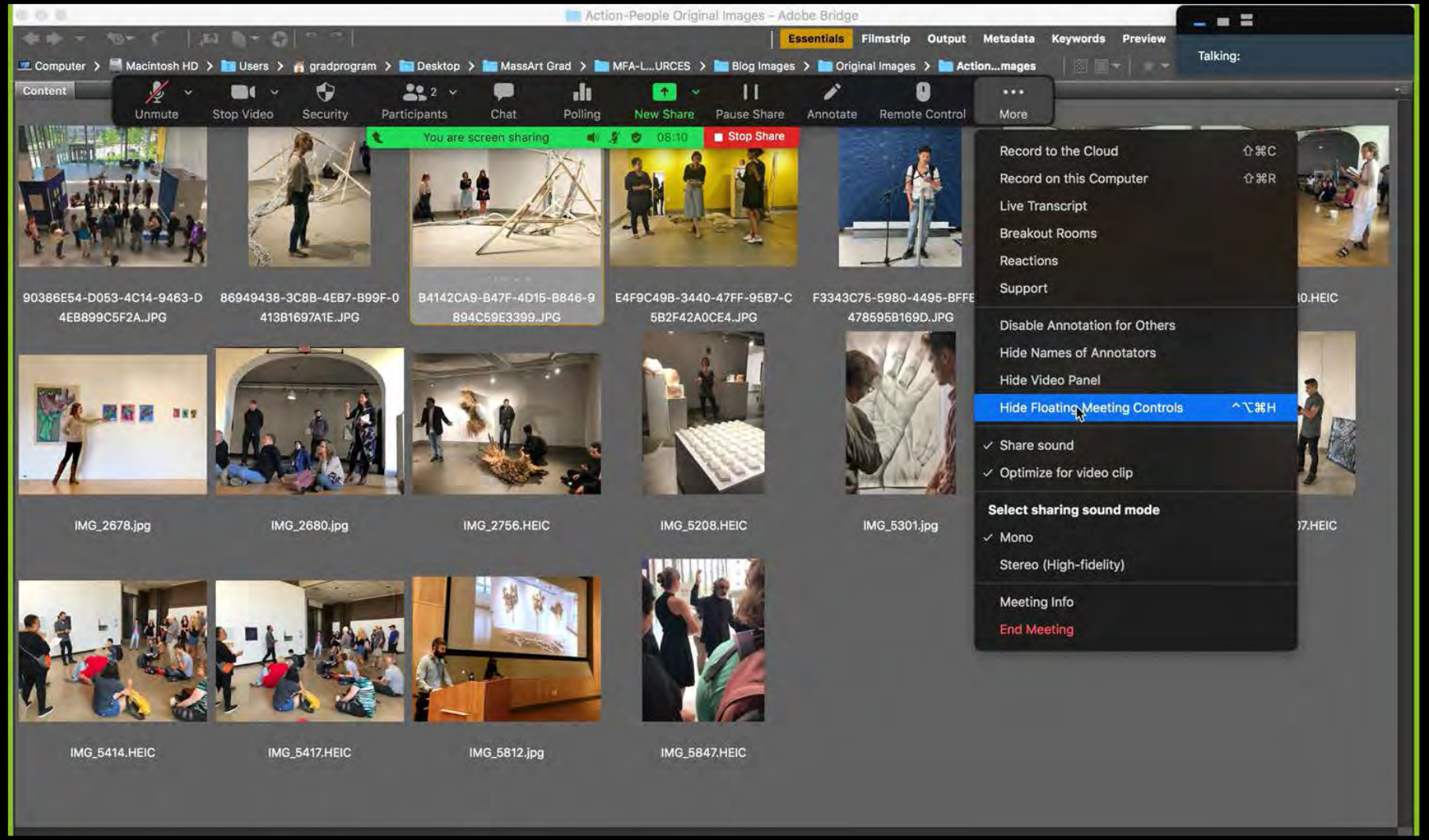

-Use the "...More" icon at the top right of the floating Zoom bar to "Hide Floating Meeting Controls" (you can also hide the video panel) during your srceen-share.

-ESC will bring the Zoom bar back and allow you to click the red "Stop Share" button when ready.

-Remember that therefore, if you need to hit "ESC" in whatever program you're running, you'll now need to hit that twice: once to bring back your Zoom bar, and then once in the program itself.

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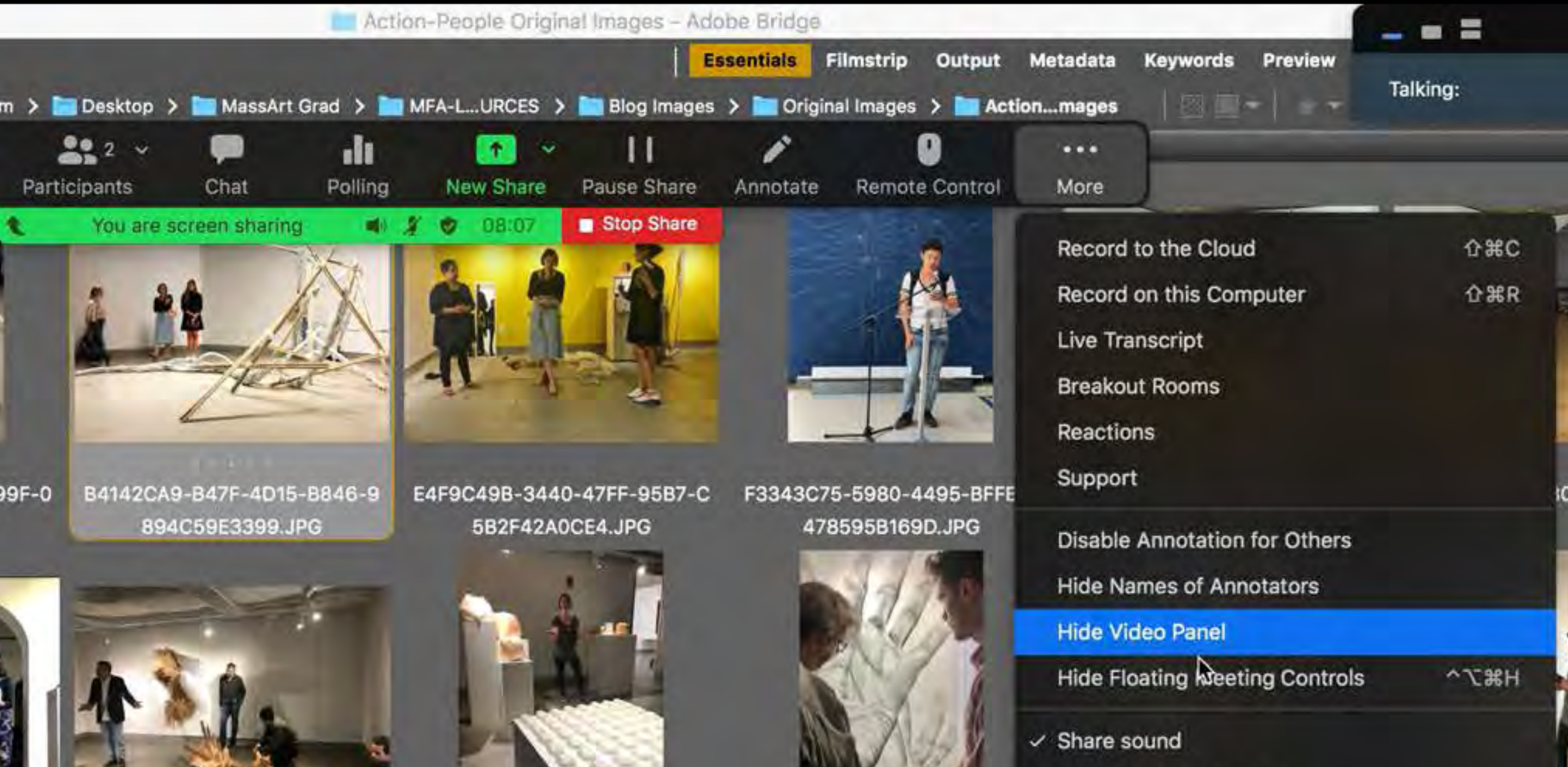

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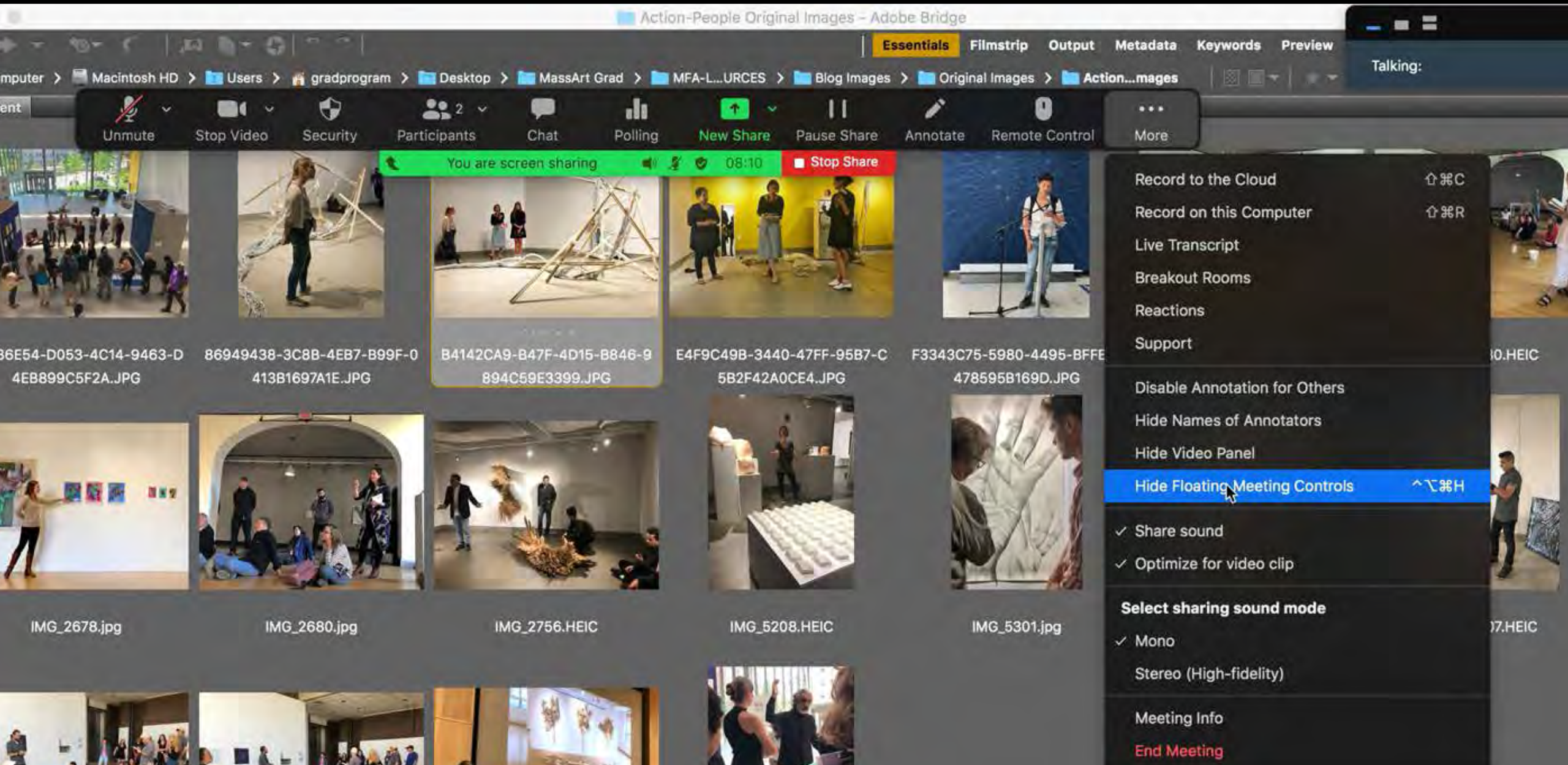

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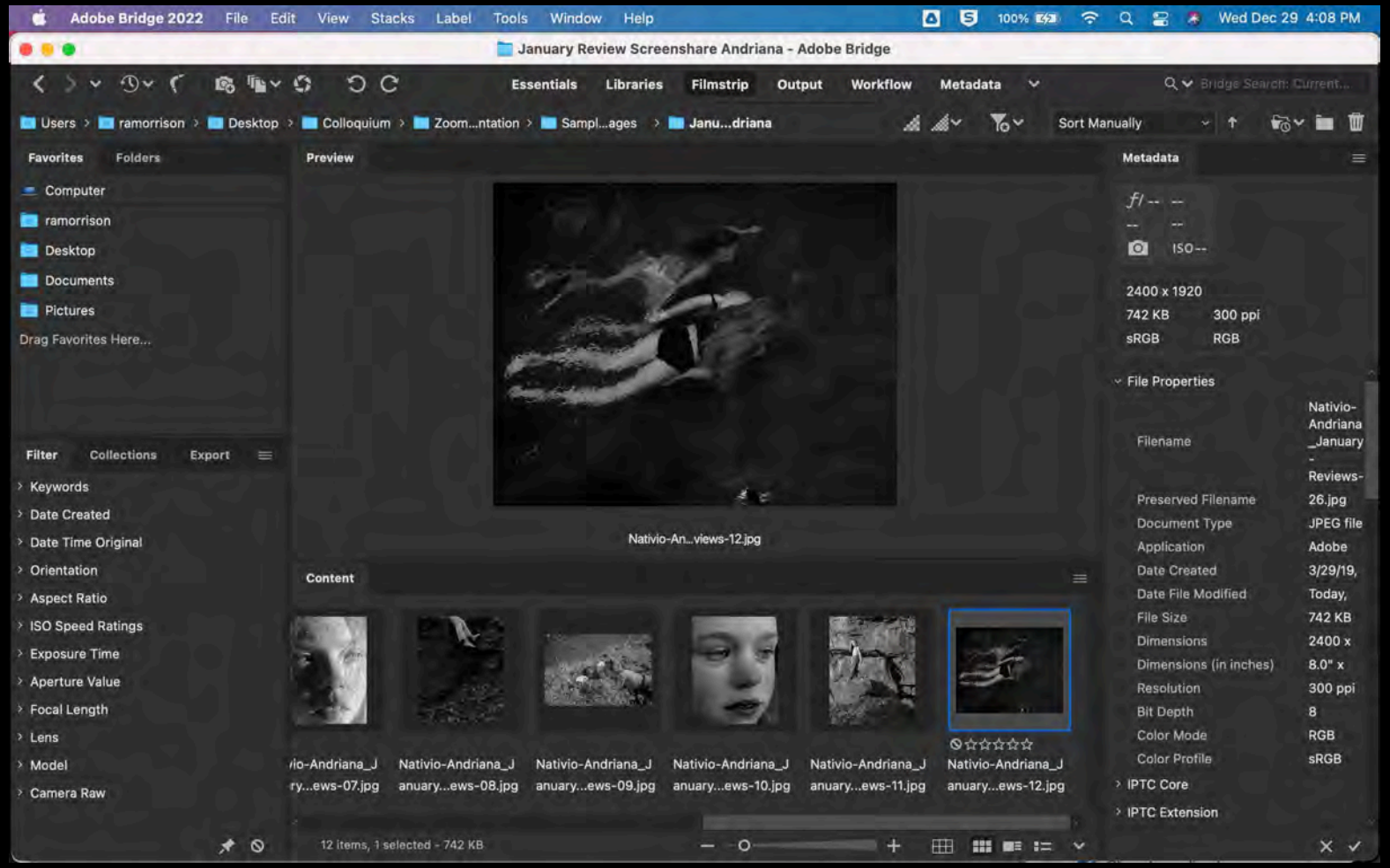
ADOBE BRIDGE TIPS:



-Install Bridge in advance and run through your slideshow at least once before your screen-share.

-Begin in the **Filmstrip** module and set your Slideshow options

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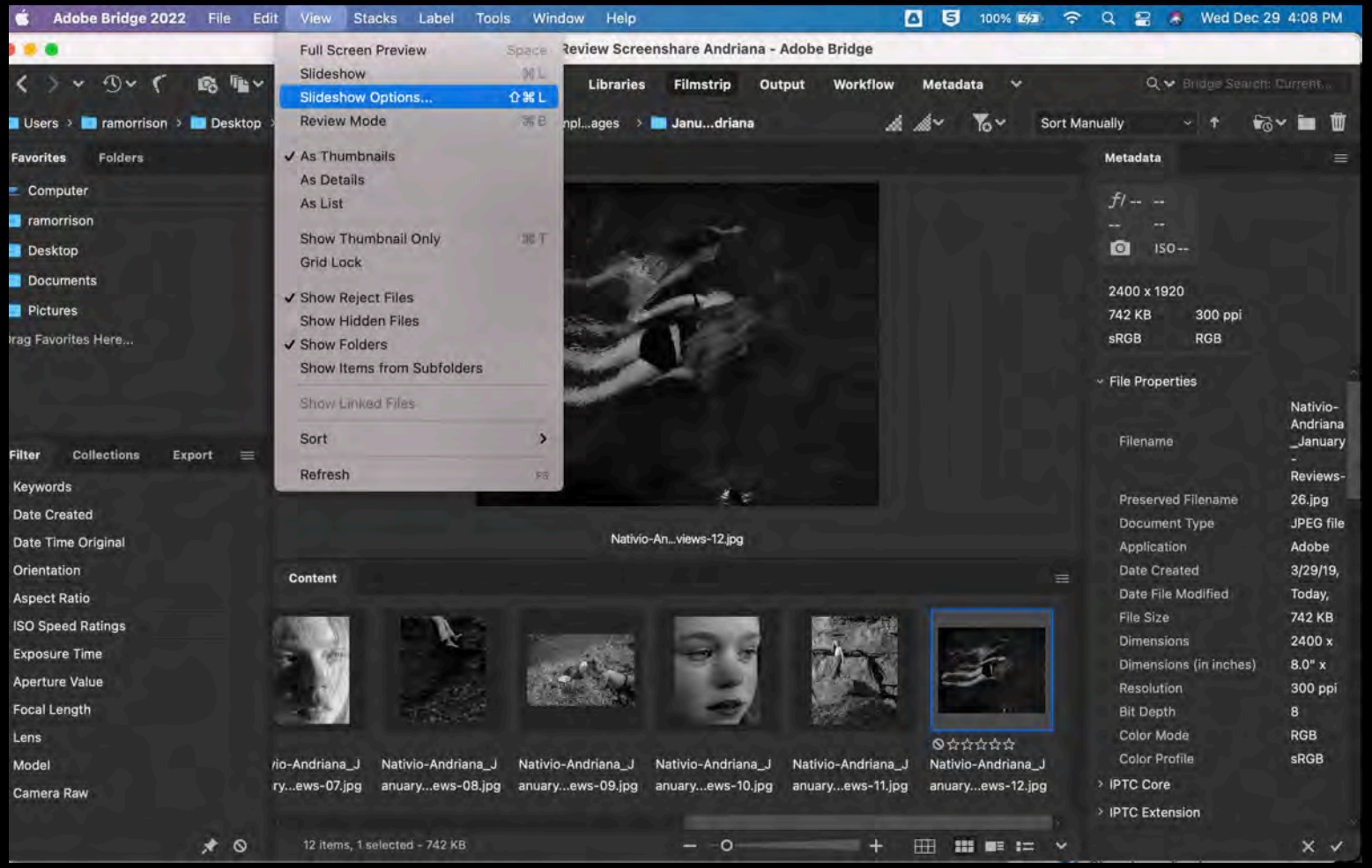

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-Begin in the **Filmstrip** module and set your Slideshow options

-Use "**CMD-L**" or "**CONTROL-L**" to enter the Filmstrip view.

-Remember that "ESC" brings back your Zoom bar if you're hiding your floating meeting controls. Re-activate Bridge Hit "ESC" again to stop SS.

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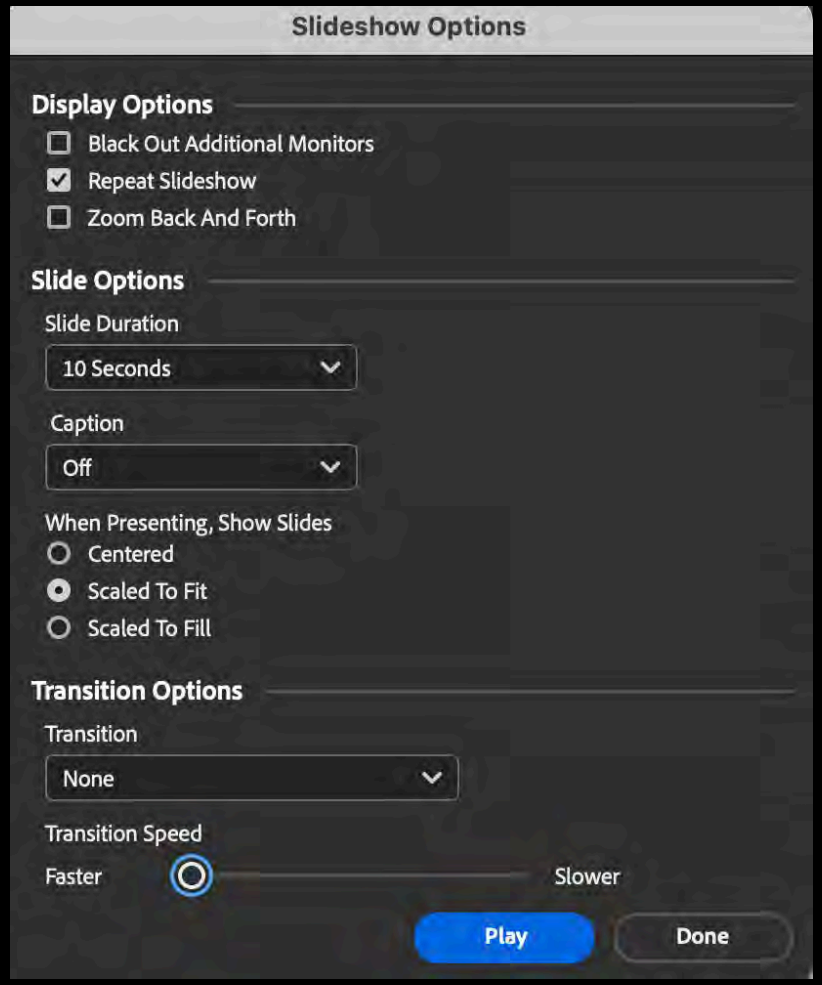
ADOBE BRIDGE TIPS:



-< Slideshow Options