



Presentation Translator as a separate captioning device ([Refer to separate Tip Sheet on Study Hack – AI generated live subtitles and transcript for any audio](#)).

1. You do not need to read out verbatim what is on your slides, but you will need to ensure that the content that is on the slides is being verbally covered.
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1. Ensure that links on the slides are working.
 2. If the accessibility checker has been complied with then the pdf will be accessible to be used with a screen reader.
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1. Having two presenters/ facilitators is good practice for online presentations due to possible internet connection problems and to monitor the conversations in the chat.
 2. Or if you are the lone presenter bringing up Microsoft Teams chat on another device (such as another laptop or mobile phone) allows you to monitor the chat while in presenter mode.
 3. Have time built into your presentation to address the questions that appear of the chat.
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1. It is sometimes hard to feel engaged in an online presentation. Interact with your participants using polls, quizzes etc.
 2. You can ask your participants to raise their hands in response to a question posed and select one or two to turn on their videos and microphones to discuss.
 3. Get participants to state their name before speaking (This is important for Vision impaired participants who cannot 'see' who is speaking and for hard of hearing and deaf participants who cannot recognise by voice cues alone and are busy reading captions perhaps).
 4. If time permits, incorporate break out rooms and time for participants to communicate and network with each other, allowing them to share and interact in a more comfortable platform
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1. Sometimes it can feel like you are talking to yourself while presenting online as the normal feedback systems are not available.
 2. It is useful to get yourself into a positive and relaxed headspace like what you would do before a face-to-face presentation. It is also supportive to involve interactive elements where appropriate to gauge audience engagement.
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1. When you record the presentation, it will be available on Microsoft Stream for your participants. This allows participants to go over some of the content that you covered.
 2. Microsoft Stream will auto caption the video. [For more on how to turn on auto captions in Microsoft Stream click on this link to a step-by step video.](#)