

BEFORE YOU PRESENT

- **Check your background**
 - Setup a quiet space with no distractions
 - Distractions include:
 - Dirty laundry
 - Pretty china hutch
 - Uncle Harry
- **Check your look**
 - Dress like you would for a meeting at work
 - Remember to check your “resting” face
 - Check lighting (you want to make sure you are lit from the front not the rear)
 - Look straight into the camera with upper part of torso and face in frame
 - Look as if you are sitting across the table from the audience
- **Check your Wi-Fi – having a strong signal is key!**
- **Organize your content**
 - Be even more organized than a normal presentation
- **Consider using audio only**
 - Normally everyone should be on video to discourage multitasking, however distortion can occur due to bandwidth limitations - clarity is better with dial in only
 - Set up ‘mute upon entry’ if you are presenting rather than meeting



TIPS FOR PRESENTING ONLINE

WHILE YOU ARE ONLINE

- **Be engaging, it's easy to become monotone online**
 - Use vocal variety
 - Use stories to strengthen your point
 - Ask questions/engage with attendees
 - Being online can lead to distraction so utilize high level presentation skills even though things may feel less formal
- **Don't look at your own image on the screen, focus on the attendees**
- **Stand for more formality, just make sure you are still in the camera frame**

*If you are an attendee at an online meeting and feel the need to mute or disengage video, you do have the option. Find the controls within the program that allow you to mute audio or stop video feed.

REFERENCES

Berman, D. (2013, August 13). How To Give The Best Virtual Presentation. Retrieved March 18, 2020, from <https://www.forbes.com/sites/quora/2018/08/13/how-to-give-the-best-virtual-presentation/#4aba619e4808>