



## Virtual Presentation Tips

### First and Foremost

- Know your way around the platform
- Have a glass of water available. You never know if you will need it.
- Remember that people are not looking for perfection. They are drawn to authentic and engaging interactions. Be yourself. Have fun.
- Video is an interpersonal medium. Unlike talking to a large audience, you're talking to the individual. Try to think of it as a conversation.
- If you're pre-recording, act as if you're live. Look into the camera and smile!

### Location

- Double check your live background. Are there personal items everywhere? Is the bathroom or bedroom door open? Make sure your environment is clean and organized.

### Visual Appearance

- Appearance matters! Choose the same attire you would as if you were presenting at an in-person conference, at least from the waist up. Solid color shirts are optimal as patterns or stripes can be distracting. Also, avoid wearing the same color as your background.
- Make sure your camera is set at eye level and your face is squared in the center of the display square.
- Put your laptop on boxes so that you are sitting up straight and looking directly at the camera.
- Keep eye contact with the camera, not the screen. Looking at the camera comes across as if you are talking to the audience. It looks like you're having that conversation. Even though it is tempting, do not watch yourself talking.
- Do not look at your notes or slides the whole time. Remember that you are talking to an audience. Keep them engaged.
- Avoid large hand gestures and big movements and get comfortable with the space you have to work with.
- Consider standing while presenting if that will give you more energy.

### Lighting

- Make sure your face is lit.
- Using natural light? Make sure you put the camera between you and the window or at a front angle. Pay attention to where the sunlight will be in the room when your presentation time is and adjust as necessary.
- Never use a camera with a window right behind or next to you or your face will be washed out and dark.
- If you do not have good natural lighting, consider investing in an inexpensive ring light and place the light just above the camera.



## Sound

- Select a location that provides privacy. Close the door to avoid unwelcome interruptions from family or pets. Close any windows to avoid outside noise.
- Consider using an external microphone. Sometimes your phone or computer audio may not be good enough. An inexpensive USB microphone connected to your computer will do the trick, and a directional mic is even better as it will not pick up background noises.
- Disable all notifications and close down all programs you're not using on your computer and phone so they don't interrupt your presentation.
- Keep the mic away from your mouth as breathing sounds can be distracting.
- Always TEST your audio first to make sure the sound is clear before you go live.

## Streaming/Internet

- Sit close to your wireless router so you have a strong signal or plug in your actual network cable hard line
- Perform a speed test to ensure optimal upload speeds in order to live stream. You can do this using <https://www.speedtest.net>

## Virtual Engagement

- Set the expectation that this will be an interactive program, and you are looking forward to their participation and insights in the chat or Q&A box.
- Ask and answer all questions that come up. Create a cheat sheet with links to resources you want to share and open-ended questions you can copy/paste into chat quickly.
- Cheerlead when a participant answers a question, offers a great resource to everyone or makes an interesting comment by acknowledging their first name and first initial of last name with the @ in front (i.e. @sarahm thank you for that great idea!)
- The chat can move quickly in large group meetings, so have a colleague help you spot important questions or help get people get connected to the right support.
- Keep it moving. The moderator can help kick off interactions by sharing their answers in the chat as well.
- Chatbox is your friend. Get them in there early and often!