

Tips for Virtual Presentations

BEFORE

THINK ABOUT YOUR AUDIENCE

- » **Don't teach content, teach people** – focus on what is important to the audience
- » Pretend you are a participant in your own session. Ask yourself:
 - | **What** are they here to learn?
 - | **Why** is this valuable?
 - | **How** can this be easily applied to their career/life/skill set in the future?

PREPARE YOUR MATERIAL

- » Define the learning objectives
- » Provide only **relevant** and **key** information
- » Determine the best method for presentation delivery

PRACTICE, PRACTICE, PRACTICE

- » **Rehearse your presentation!**
- » Familiarize yourself with the technology
- » Record your presentation and watch back – what worked and what can be improved?
- » Prepare yourself for unexpected interruptions (tech lapses, children, pets, etc.)

SET YOUR STAGE

- » Prepare your virtual screen presence **in advance** so you know what you look like to the audience (Review this tip sheet: [Tips for Zoom Presenters](#))
- » Set up your workspace; clear the space of unnecessary or distracting items
- » Turn off pop-up banners and sound notifications

DURING

ENGAGE YOUR AUDIENCE

- » If it's live, open your presentation with a question or poll to **interact** with the audience

FIND YOUR VOICE

- » Use an **energetic, active voice** to grab and maintain attention
- » Avoid using filler words such as "like" and "um"
- » Use an accessory microphone for clearer sound

CONSIDER YOUR BODY LANGUAGE

- » **Set a neutral position**; sit up straight with feet shoulder width apart and weight evenly distributed
- » Use hand gestures to highlight your words
- » Maintain eye contact to convey sincerity, place a sticky note near the camera as a reminder

AFTER

EVALUATE YOURSELF

- » Take notes **right away** to recall the most detail

PLAN YOUR NEXT PRESENTATION!