

**Whether a seasoned speaker or new to presentations,
here are some tips for your virtual session:**

- **Lighting & Background:** Make certain you have good front-light; your face should be nicely lit. If your back is to a window, close the shades. Natural light is usually the best choice, but if that's unavailable, consider purchasing a ring light or other supplemental lighting. Avoid a distracting or cluttered background or consider a virtual background.
- **Be Comfortable with Your Tech:** Be sure you know how to work the presentation platform. A dry run is essential so that you are comfortable with its features. Have a producer or moderator assist you with so that you can focus on your presentation.
- **Play to the Camera:** When presenting, look directly into your computer's camera, not on the screen or at the other participants so the viewer feels you are looking right at them. Consider turning off self-view to avoid being distracted. If you are part of a panel, make sure you are aware of when the camera is on you even when you are not the person speaking. Another trick is to attach a Post-it sticker or label near your camera to remind you to look there.
- **Get Close:** The camera should frame your face, neck and shoulders. People are drawn to faces, but do not allow your face to take over the whole screen. Practice your positioning and distance.
- **Standing Up vs. Sitting:** If you are able, use a standing desk or position your laptop so you can stand at eye-level with your computer. This provides a higher energy level and forces the body in a more presentation-like stance. If you must sit, lean forward as you would if you were presenting in-person to remain engaging.
- **Be Enthusiastic:** Just like an in-person presentation, present with energy and animation. Keep people engaged by being engaging.
- **Timing:** Balance between adding energy in your presentation without speeding up too much. Make adjustments; if you tend to be a fast talker in real life, practice slowing down just a bit. If you are a slow talker, you may want to speed up a bit.
- **Sound Check:** If the sound is not clear, people will tune out and perhaps leave your session. Practice with someone utilizing the presentation platform and ensure your sound emits clearly. Consider headphones or external microphones, as they tend to work better than the computer audio.
- **Get Connected:** If possible, plug in your computer directly to your modem/router using an Ethernet cable as opposed to trusting wi-fi/wireless connectivity. This will give you the strongest signal and most stable internet connection.
- **Cover Your Bases:** If using slides, make sure the moderator or a/v tech also has a copy, just in case. When using slides, make them appealing with high-quality graphics and limited amount of text. Slides are meant to enhance your spoken words, not replace them. White space is your friend!
- **Engage:** Just as if you were in-person, form your presentation to engage the audience. Encourage chats, polls, raised hand features, etc.
- **Moderator/ M.C.:** Have your co-host or producer monitor the chats. At the start of your session, request people use the chat feature for their answers or comments to questions you pose. Decide if you prefer your moderator to interrupt as questions arise or wait for a designated Q&A period.
- **Practice:** Rehearse and record your session, taking the time to play back and look for areas that worked well and areas that you might want to improve upon.
- **Be Yourself & Enjoy:** Just like in face-to-face presentations, audiences connect to authenticity, so be yourself! If you look as though you are enjoying the presentation, so will others.