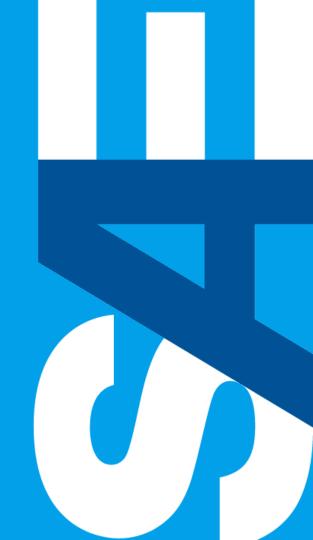
SAE INTERNATIONAL

VIRTUAL PRESENTATION TIPS



Addressing the Audience

Say "You" not "Everyone"

- Ex: "Can you hear me?" not "Can everyone hear me?"
- It makes every listener feel like you are speaking to them
- Listeners pay more attention when you make it personal



https://ideas.ted.com/before-your-next-presentation-or-speech-heres-the-first-thing-you-

Keep it Entertaining

Use graphics, pictures, stories, and your voice

- This keeps the audience focused on you longer
- Remember you are competing for their screen time more than in an in-person presentation

Preparation is Key

Being prepared is just as important as ever in a virtual presentation.

 Virtual seems less formal and it feels like we do not need to be as prepared

Stutters, filler words, and long pauses are more noticeable when it's just your

voice and your PowerPoint.



https://www.brainyquote.com/quotes/benjamin_franklin_138217

Remember the Basics

If you are on video

Stand if possible

- You can move more freely so you will have less fidgety movements
- It also gives a more professional look than sitting in a chair

Have eye contact

- Look at the Camera not the screen
 - This is your way to make eye contact with the audience
- Looking at the camera the viewers will get another personal feel to the virtual presentation

Test Everything

- Make sure you have a strong Wi-Fi connection
 - Ensure you will be able to complete your presentation without interruptions
- Make sure your mic is working
 - Know your audience can hear you without asking multiple times
 - You have the confidence that you are being heard.



Have a Backup Plan

- In case on presentation day your power or Wi-Fi goes out, your mic broke, or your PowerPoint gets deleted by accident
 - Have back up equipment, keep your laptop fully charged, back up your presentation on a flash drive to make sure everything runs smoothly
- Be ready to address the issues quickly
 - Switch to giving presentation over the phone
 - When in doubt make a joke
- Just Keep Going!

Smile ©

- Smile when you speak even if your audience cannot see you
- It will give your voice a pleasant tone and will make a big difference for your audience



https://in.mashable.com/culture/7368/world-smile-day-2019-appreciating-all-the-iconicsmiles-in-pop-culture

Follow 6x6 Rule

- Try to keep 6 bullets per slide and 6 words per bullet to prevent over crowded slides
- It will prevent viewers from reading your slides and allow them to listen to what you are saying
- It's easier said than done
 - Just do not put your presentation word for word in the PowerPoint

Reduce Distractions

Turn off notifications

This will keep you focused on the presentation



https://hackernoon.com/6-habits-to-stay-focused-at-your-computer-905c24ef62e3

Citations

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