VIRTUAL PRESENTATION TIPS

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**

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.

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.

https://keepcalms.com/p/keep-calm-and-test-everything/

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**

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

- **Turn off notifications**
  - This will keep you focused on the presentation

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

Citations

- **Abrahams, Matt. "10 Tips For Giving Effective Virtual Presentations." Stanford Graduate School of Business, 26 Sept. 2016, www.gsb.stanford.edu/insights/10-tips-giving-effective-virtual-presentations.**

- **Khoury, Peter. "9 Important Virtual Presentation Tips For You." *Magnetic Speaking*, 15 Apr. 2020, magneticspeaking.com/9-important-tips-for-virtual-presentations/.**

- **King, Tara. "9 Tips for Giving Engaging Virtual Presentations." *Pantheon*, 18 Mar. 2020, pantheon.io/blog/tips-for-virtual-presentations.**

Citations

- **Robson, Kerry. "8 Tips to Improve Virtual Presentations."** *PhUSE,* **18 Mar. 2020, www.phuse.eu/blog/8-tips-to-improve-virtual-presentations-new-.**

- **"28 Best Practices for Delivering Engaging Virtual Presentations."** *28 Best Practices for Delivering Engaging Virtual Presentations,* **whatworks.biz/28-best-practices-for-delivering-engaging-virtual-presentations/.**

- **Camden, Raymond. "Tips for Giving Remote Presentations."** *Raymond Camden,* **www.raymondcamden.com/2020/03/10/tips-for-giving-remote-presentations.**