BEFORE YOU PRESENT

☐ Check your background
  o Setup a quiet space with no distractions
  o Distractions include:
    ▪ Dirty laundry
    ▪ Pretty china hutch
    ▪ Uncle Harry

☐ Check your look
  o Dress like you would for a meeting at work
  o Remember to check your “resting” face
  o Check lighting (you want to make sure you are lit from the front not the rear)
  o Look straight into the camera with upper part of torso and face in frame
  o Look as if you are sitting across the table from the audience

☐ Check your Wi-Fi – having a strong signal is key!

☐ Organize your content
  o Be even more organized than a normal presentation

☐ Consider using audio only
  o Normally everyone should be on video to discourage multitasking, however distortion can occur due to bandwidth limitations - clarity is better with dial in only
  o Set up ‘mute upon entry’ if you are presenting rather than meeting

WHILE YOU ARE ONLINE

☐ Be engaging, it’s easy to become monotone online
  o Use vocal variety
  o Use stories to strengthen your point
  o Ask questions/engage with attendees
  o Being online can lead to distraction so utilize high level presentation skills even though things may feel less formal

☐ Don’t look at your own image on the screen, focus on the attendees

☐ Stand for more formality, just make sure you are still in the camera frame

*Tips for presenting online

REFERENCES