

Online Presentation Tips

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Video Conferencing Tips

- Join the meeting about 10 minutes early, allow your audience to do the same, start your presentation about 5 minutes late. Restate what you covered very briefly about 5 minutes later
- Practice with the software you are going to use. Get comfortable with sharing and any features you are planning to use (such as markup pens, chat, polling, etc.)
- Share just the app presenting your slides, not your desktop. This is especially helpful to your audience if you have a big monitor.
- Today's laptops are built for video conferencing and have decent microphones, but they still work best in a quiet room.
- For better lighting conditions, put your back to a wall rather than a window. A little desk lamp pointed upward toward your face at a distance will help light your face nicely (a trick TV news uses to get rid of any hint of a double chin).
- Avoid video and animated transitions between slides, while you may be on a fast video connection, your audience may not be
- If your video conferencing applications (e.g. Zoom) offers virtual backgrounds that can digitally replace the clutter behind you, pick something simple, like a solid color.
- Don't try to mimic your favorite TV newscaster or YouTube personality. They are them, you be you.

Interactive Video Conferencing (Zoom, WebEx, Facebook Live, etc.)

- Stop periodically to check for questions in the chat window, better yet have a friend monitor that and collect up good questions to ask you live. Acknowledge those that have asked questions by name if possible.
- Keep your audience engaged through polls. Ask their opinion or give simple quizzes.
- If your audience is more than a few people, mute everyone, allow questions to be asked through chat or "hand raise" functionality in the software. Unmute participants selectively.
- When interacting with others via audio, to prevent talking over each other, pause a beat or two. Even on fast connections, delays can be significant.
- Facebook Live encourages viewers to tell you where they are from, to encourage a simple form of interaction that has been proven to keep people engaged. Acknowledge them as you see them.

Non-interactive Video (YouTube Live, Vimeo Livestream, Facebook Live, etc.)

- While you can't interact directly you can ask your audience questions, then answer them.
- Keep topics simpler and presentations shorter to avoid losing audience.