HINTS AND TIPS FOR VIRTUAL PRESENTATIONS

- Make sure you are familiar and comfortable with the technology before your talk. That includes how you are going to use any materials or visual aids. As with all presentations, practice with the technology before the main event.
- Think about how you appear on screen – appearance, body language, where you are in relation to the screen. If you're looking down at the screen it's likely people will be able to see up your nose, so plan its position carefully.
- Think about whether you can arrange things so you can stand – it helps your body language and confidence.
- What's behind you?
- Make sure you are in a place where it will be quiet and you will be uniterrupted
- Eye contact with your audience is important. Do this virtually by looking at the camera.
- Consider whether to have your audience visible to you or not – of course they can choose to hide their video if they wish.
- Make sure your audience are muted unless they wish to speak. If their microphones are on, everyone else will hear everything that's going on in their house.

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