



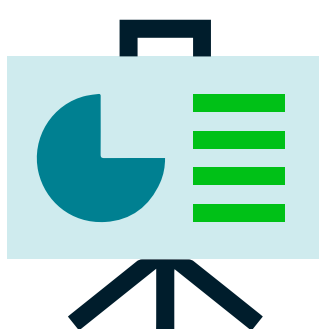
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## How to Conduct a Virtual Presentation



### Look Your Best

A virtual presentation may be less formal than one that is in-person, but you should still dress appropriately – business casual. This goes for your surroundings as well. Plan where you will be seated and what your audience will see in the background. Activate a virtual background if the software platform provides one.



### Keep Your Slides Simple

Less is more for online presentations. Slides with lots of text are confusing and hard to read. Give content space to breathe. Rather than cramming 4 points onto a single slide, create 4 slides and give each point lots of space.



### Encourage Conversation

The great part of collaborative software is that it allows people to communicate with the presenter and each other during the presentation. Depending on the type of presentation you are giving, you may want to ask your audience questions or poll them on the topic. Encourage participants to use the platform's interactive features to keep them engaged.



### End on Time

Conference schedules are carefully timed and there will most likely be other speakers after you. Be respectful by finishing at the designated time. If the audience still has questions or wants more information, provide your contact information so they can connect with you later.



### Prepare Your Technology

To avoid any unwanted surprises, make sure you have a reliable internet connection and plug into a wired connection if you can. Log into the virtual conferencing platform where you will present and do a dry run to get familiar with navigating the interface. As well, make sure your camera is at eye level so you look natural when presenting.



### Be Clear and Efficient

Make sure the presentation is easy to understand and concise. Have notes prepared and practiced before you deliver your talk to make sure the order makes sense and that you can deliver it with articulation and at a good pace. If you feel yourself becoming nervous, take a deep breath and embrace the pause to gather your thoughts and relax.



### Leave Time for Questions

Depending on how long your presentation is, make sure to allow time for questions and discussion. Don't let the questions drone on or get redundant.

**You're ready to give a virtual presentation!**

#### Adapted from:

Martinuzzi, Bruna. "How to Give an Effective Online Presentation From Home." *American Express*. 16 April 2020, <https://www.americanexpress.com/en-us/business/trends-and-insights/articles/how-to-give-an-effective-online-presentation-from-home/>

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