

TOP 10 VIRTUAL PRESENTER TIPS

- 1 HYPERDOC YOUR HANDOUT
- 2 WRAP YOUR CONTENT IN STORIES
- 3 PHOTOS, GRAPHICS & SLIDES, OH MY!
- 4 40% PRESENTING 60% PARTICIPATION
- 5 10 MIN RULE FOR ENGAGEMENT
- 6 PRACTICE WITH TECHNOLOGY
- 7 FACE TIME & EYE CONTACT
- 8 BE ONLINE EARLY
- 9 USE YOUR FACILITATOR
- 10 FINISH STRONG!

- 1 **HyperDoc your Handout** - Put all content, the links to your slides, technology tools, videos, websites, etc. in only one document. Use Command K (Mac) or Control K (PC) to hyperlink, instead of lengthy URLs. Use the "Make a Copy" trick when sharing your handout: tinyurl.com/makeacopytrick
- 2 **Wrap your Content in Stories** - People will start listening when they have tuned out (especially virtually) - when you tell a story! And participants remember facts better when told in a story. Use inflection - it is harder to rely on body language virtually, so focus on your voice - no monotone, no rush.
- 3 **Photos, Graphics & Slides, Oh My!** - More slides may keep you and your participants on track and engaged in a virtual setting. Limit your colors, fonts, and text. Consistency is key. Choose three colors, with a possible pop of a fourth color for flare! Stay away from distracting animations. Use slides to enhance the presentation: think graphics, photos, and key points. The slides do not present the content, you do!
- 4 **40% Presenting 60% Participation** - Participants learn by processing your content, asking questions, problem solving, and working through how to apply the skills/knowledge. Use the chat feature, polling, or breakout rooms. Don't use too many technology tools! Too many tools make the experience frustrating for people when they can't connect or keep up.
- 5 **10 Minute Rule for Virtual Engagement** - Try to engage participants every 10 minutes. Use your participant list of names to call on people. Ask everyone to unmute when you are not presenting so you do not have the lag time of waiting for people to unmute themselves.
- 6 **Practice with the Technology** - Set up your camera for an appealing angle and background, use the settings to enhance your appearance if desired, and complete a lighting and sound check. Practice the chat, polling, and breakout room features. Try standing to present. Record a practice session, watch it, and make adjustments. Eliminate as many noise and background distractions as possible.
- 7 **Face Time & Eye Contact** - Look in the camera (make sure it is at eye level) - it makes participants feel like you are looking right at them. Eye contact is important. Your camera should frame your face, neck, and shoulders. Show your face as much as possible - it helps people feel connected to you. After all they came to see you!
- 8 **Be Online Early** - Use this time to connect with your participants, answer any of their questions, help them access your virtual handout, and get them oriented to your virtual norms/expectations.
- 9 **Use your Facilitator** - Let your facilitator moderate the chat. Determine how you would like for them to respond, how/when you will break for chat questions, and identify any other tech help you might need during the presentation.
- 10 **Finish Strong!** - Presentations both start and end with a bang! Don't forget to end your presentation as strong as you started.