**Tips for Effective Virtual Presentations
Retrieved from** <https://www.gsb.stanford.edu/insights/10-tips-giving-effective-virtual-presentations>

 **Be Brief.** Audiences begin to lose attention after roughly 10 minutes of hearing from the same presenter. If you have more than 10 minutes of content, use interactive activities to keep your audience engaged (for example, take a poll, give quizzes, or ask audience members for their opinions via chat).

 **Be Simple.** Keep slides simple — avoid too many words, graphics and animation features.

 **Look at the camera, not your screen.** Helpful to have notes (post-it notes work well) up on your computer screen so do not have to look down to read them**.**

 **Wear clothing that is neutral in color (no plaids or stripes).**

 **Light yourself well and from above.**

 **Be mindful of what appears behind you in the background.**

 **Invest in a good microphone or good headset with a microphone.**

 **Be Standing.** Even though your audience cannot see you, stand when you present. This allows you to stay focused and use good presentation delivery skills such as belly breathing, vocal variety, and pausing.

 **Have a Rehearsal.** Practice delivering your presentation with your technology in advance of your talk. Make sure all of the features of the technology work. Record your practice using the recording feature of your tool. Watch and listen to learn what works and what you can improve.

 **Assign Roles.** Have someone available to deal with technical issues and to field email/text questions. Ask them to queue up questions and facilitate discussion

 **Be Specific,** Ask pointed questions to avoid too many people answering at once. For example, rather than ask, “Are there any questions?” try “Who has a question about the solution I provided?” Set a ground rule that people state their names prior to speaking.

 **Be Synchronized.** Transitions are critical. You must connect what you just said to what is coming next when you

move from point to point. Transitions between topics and slides are good opportunities to get people reengaged to your talk.

 **Be Connected.** Imagine your audience even if you can’t see them. You can place pictures of audience members behind your camera so you can look at people as you present

 **Be Early.** Encourage your audience to access your call or webinar in advance of the start time so you can iron out any technical issues in advance and get them familiar with the technology.

 **Be Yourself.** Don’t’ be intimated or inhibited by technology - Allow yourself to relax, be yourself and have some fun.

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