

# Virtual Presentation Guidelines

## Presentation Preparation

Virtual presentations require preparation just like in-person presentations, but there are some unique points to consider ahead of time when presenting virtually.

- Close all other applications and windows on the computer. Notifications and sounds coming from them can be a distraction during the presentation.
- Open or upload the PowerPoint presentation prior to the meeting time.
- If delivering a virtual presentation with software that relies on a screen share to share your presentation (e.g., Zoom), select your open PowerPoint window rather than the share “screen” option. This ensures the audience will only see the intended window on the computer.
- If the presentation slides can be uploaded into the software (e.g., Adobe Connect), upload the slides in advance of the event to ensure the slides transfer correctly.
- Dress the same for a virtual presentation as an in-person presentation.

### Tip:

If the Zoom screen share bar is in the way, simply drag it to another spot on the screen.

## Audio

Audio is an important part of a presentation, so follow these tips to make sure the audio works during the presentation!

- Test audio and video prior to the presentation.
- Use a headset or microphone if possible to reduce background noise.
- A poor internet connection can interfere with audio quality, so make sure there is a strong internet connection.

## Links

Easily test video and audio before a Zoom meeting at [zoom.us/test](https://zoom.us/test)

## Video

Not all virtual presentation applications contain a video component, but make sure to take full advantage of it when possible. Here are some tips to look your best on video!

- Find a brightly-lit location. Face the light source; do not have the light source in the background.
- Adjust the height of the camera so it is at eye level. This may mean finding a tall table or stack of books to increase the height of a laptop camera.
- A chest- or waist-up view is best. People who use frequent gestures want to show a wider view that includes their hands.

### Tip:

Standing up for the presentation may seem more natural and keep your energy levels high, but make sure the camera is still adjusted to be at eye level.

## Increasing Engagement

It can be more difficult for the audience to focus on a virtual presentation for an extended period of time. Here are some tips to make a presentation more engaging and retain the audience's attention!

- Ask questions of the audience.
- Create a poll. Set this up in the application prior to the presentation so it can simply be called up at the proper moment in the presentation.
- Share resources (through chat on Zoom or Links panel on Adobe Connect).
- Encourage the audience to use Q&A or Chat windows in the application to respond and ask questions throughout the presentation.
- If using video, look at the camera on the computer — not at the screen! It is easier to focus on someone who is maintaining eye contact.