



## How to Give Great Virtual Presentation

Suggestions for presenting on the video platform Zoom, to driving engagement with questions, and tips for powerful virtual presentations. Please visit <https://www.zoom.us/resources> for videos and prior to the meeting go to [https://zoom.us/download#client\\_4meeting](https://zoom.us/download#client_4meeting) to allow you to join a meeting without downloading any software. How to videos for zoom are also located here <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

### 1. Practice Your Virtual Presentation (Twice)

Do not let the first time you use your presentation technology (audio tools, webinar software, etc.) be in front of your audience. Grab a friend, family member, or coworker to do a dry run.

Record yourself presenting in Zoom from start to finish (no stopping to fix something). Watch the recording later and make improvements. Do it again.

### 2. Consider Using a Virtual Background

**Spotty Wi-Fi** with an unprofessional background and a poorly lit face can damage your presentation.

Check what is visible in your camera background before you start.

Make use of virtual backgrounds. What you think of as an innocuous background can be extremely distracting to your audience. Zoom's virtual backgrounds can be used.

Pay attention to your lighting (and do not forget how this changes throughout the day!) Too much light from behind leaves you featureless, so be sure to have good even lighting from the front. Check that you are lit from the front, not from behind

### 3. Minimize Distractions... And Unnecessary Tabs

Turn off your notifications. All of them. MacOS has a Do Not Disturb mode that is useful.

Pets can be a big distraction, and you may want to isolate yourself from them.

Only share the minimum necessary applications, [close any tabs](#) that you do not need for the presentation. If you have to share your whole desktop, remove anything that lives there and set a neutral background.

Check that you are looking straight at the camera and your video feed is framing the upper part of your torso and your head. Look directly into the camera and not down at your notes or screen.

Prepare some drinking water and set a timer.

#### **4. Share Your Screen**

Make sure you know how your computer full screen works before your presentation.

If you haven't shared your screen on Zoom before, make at least one practice share because Zoom will require certain permissions to be given. In this way, you will not waste time during your actual presentation.

Check your bandwidth if you have any reason to suspect it is low.

Keep slides simple and clean.

Provide a good introduction and conclusion.

#### **5. Test Your Audio, and Test it Again**

Adding a microphone is better than your computers audio, suggestions are, Blue Yeti or Antlion Wireless ModMic.

“Check your sound. Zoom has a test function for this.

**Always have a Plan B for audio. Your phone, headset, internal microphone are all good options.**

Zoom has new features to cancel background noises from your microphone. If you do not see it, you may need to update the Zoom app.

#### **6. Use Large Font Size**

Present off the lowest resolution display you have.

Always assume that you need to make your text bigger. If you are sharing code or your command line, check your text color, background color, and font size. If you are not sure, ask a friend to check. In addition, if you have an opportunity to add a little personality with your background or color.

#### **7. Schedule Time for Virtual Q&A**

Presenting to a camera can feel lonely. If possible, build in a way for the audience to interact-- chat, question & answer, and breakout rooms are all great options.

#### **8. Look Directly at the Camera**

Present as if you are talking to a person, not your camera.

Make sure you are making eye contact with the camera. Do not have your camera at one angle and looking at another angle.

Put your speaker notes or participant video as close to your camera as possible.

### **9. Backup Plan**

If you know you will have spotty Wi-Fi, you can prepare a backup presentation to use.

### **10. Set Yourself up for Success**

Audio and video quality make a big difference.