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**Presenting virtually - Advice &
Suggestions**

Master your Environment

- Check your background and what is in camera view
- Avoid adding fake or funny background pictures – if you need a background, you can obscure it with blurring features or use your logo on a white background
- Ask participant to turn on their video
- Check and test the quality of the sound and of your voice - headset with a microphone arm will improve sound quality
- Practice in advance technology feature
- Make sure you and any co-presenters are fully coordinated.

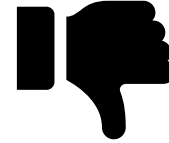


Control your Environment - visually



DO

- Maintain eye contact with the camera
- Keep your upper torso and head visible while leaning forward. Don't let them see merely your face
- Use gestures and hands, but don't distract. Use your fingers to count 1, 2, and 3 while you say, "We can help you in three ways: 1, 2, and 3"
- Nod, laugh. It may be important to overdo this so it stands out on their small picture of you
- Dress for the meeting type. Consider your audience's knowledge and experience



DON'T

- Remember that the camera is rolling—it will capture your facial emotions and the surroundings you are in
- Never consume anything while presenting digitally, unless your audience is accustomed to doing so. Calling for short "comfort" breaks during a long lecture can be helpful

Control your Environment - vocally



DO

- Change up your tone, pitch, and inflection more than you normally would
- Reduce speed or take more breaks
- Make sure your microphone is on !



DON'T

- Don't overemphasize anything or the effect will be diminished
- Rushing is simple when you're anxious
- Be careful - microphones pick up sighs and internal conversations

Control your Environment - verbally



DO

- Use proper names. Virtual presentations are impersonal. This personalizes your message. Engages people.
- Use you, your, me, my, we, and us to emphasize tasks, activities, or viewpoints.
- Repeat audience words/phrases to connect with them. It will assist people understand your message.
- To keep your virtual audience engaged and on the same page, summarize and clarify.



DON'T

- Share slides immediately Introduce yourself and your presentation's essential message without slides.
- When presenting virtually, you can also readily refer to your notes. Use illustrations, varied colours, and huge letters to help you remember important details.