**33 tips for when presenting online**

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| **Body language and voice** **– Show that you believe*** Look into the camera eye
* Look away at times
* Keep the camera on eye level
* Show emotions
* Smile with your eyes
* Keep still but maintain energy
* Use arms close to the body
* Strengthen your words with meaningful gestures
* Mirror your gestures so it makes sense to your audience
* Vary your pitch, pace and volume when you speak
* Articulate
* Pause. Yes you can.
* Emphasize
* Skip all non-words like eeee, aaaa, ummm
 | **Visual aids****– Explain and enhance** * Show one main message per slide. The less information the better
* If you have many bullets (boring) then build them up step by step
* Use a dark background
* “Never use sentences on a slide unless it is a quote”.
* Use a big font size
* Put in a relevant picture. No decoration - ever
* Place your content a bit to the left so that you are never in the way when you share slides.
* Use props that you can show in front of a camera
* Go old school and draw on a flip chart (with a wider camera angle)
* Use an iPad and draw on it. It works with most platforms, to share an iPad instead of slides.
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| **Clarity and content** **– Make people feel smart*** Use storytelling/examples
* Keep it simple – use fewer, better words (we get tired faster in digital meetings)
* Script your content as you will say it. Test it by reading it out loud
* Use analogies and metaphors
* Interact with chat, polling, Q&A and use names for a personal touch
 | **Tech stuff** **– Look and sound good*** Get yourself a neutral background
* Use flicker free lighting that light up your face
* Talk into an external “cardioid” microphone
* Set up an external camera
* Use a proper green screen and lots of light if you want to use virtual backgrounds. Otherwise, don’t!
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