**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. |
| **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! |