

IMPROVE YOUR ONLINE PRESENTATION

How to create an engaging online presentation and performance

Preparing a presentation for an online meeting, training session or the like? We all know how to do that, right? Or maybe take a look at the list of tips below to see if you can check all the boxes.

OPTIMISE YOUR PRESENTATION

- Less really is more:** make sure you show only the **most essential on each slide**.
- Bullet lists make it easier to get an overview of the text, but only **use 3-5 bullets** on each slide.
- Pictures, graphs, short videos, drawings – anything **visual** makes your presentation more varied and appealing.
- Start your presentation by presenting the **3-5 most important topics of the day**. In that way you prepare the participants for what's to come.
- End your presentation with a **recap** of the 3-5 most important take home messages; a poll or quiz can boost the effect.

SETTING THE SCENE

- Place your pc on a couple of books so the **camera points directly at you** in a horizontal direction.
- Good **lighting** in the room is crucial. Also, make sure the light does not reflect in your screen or camera.
- Check that your **microphone** is working and doesn't touch e.g. your clothing or beard if you use a headset as this can disturb the sound.
- Make sure you are placed in front of a **calm, neutral background** e.g. a white wall.

GIVING YOUR PRESENTATION

- Make it personal: unmute, turn on the camera and **present yourself before** you start sharing your presentation.
- Speak slowly** and clearly.
- Maintain **eye contact** with the participants by looking directly into the camera. It may feel uncomfortable at first, but it makes a big difference for the participants. Also, ask them to turn on their cameras.
- Activate** the participants by asking them a question or two during the presentation, using a **quiz, poll or Kahoot**. It helps participants stay focused.



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