Guide for Virtual Presentations

Preparing for Your Presentation

Preparation

- See the video on this page for participants to get a feel for how the Web conferencing system works: [Zoom for Web Conferencing](#).
  (You will not need an account with Zoom. Your instructor will invite you to their own room.)
- Clear your desktop before you log in to the Web conference to present. (You will be sharing your screen to present.)
- Make sure you are in a quiet location. Do not risk interruption by a phone ringing, a dog barking, or a baby crying.
- Select a good background for your Web conference—such as a bookshelf or plain wall.

Logging in to the Web conference

- Log in early to the Web conference on the day you are presenting.
- Once you log in, check your audio and video settings.
- Make sure your mic and video are on.
- Open your presentation and have it ready to present.
- When you are given the cue to present, click 'share screen'.
  (Now anything you bring up on your screen will be shared.)

Delivering your Presentation

- Start by introducing yourself, your work and the agenda of what you will cover in the next X minutes.
- Remind folks to use the chat area to discuss concepts, take notes during your presentation or to ask questions.
- Stick to your script, but try to avoid sounding scripted.
- Speak with energy and enthusiasm.
- Engage your audience (see below).
- Instead of asking if there are any questions, wrap up by asking a question to the audience.
**Script**

A script will help you peel out the 'likes' and 'ums' that make their way into our everyday conversation. It will also guarantee that you say everything you want to say.

- Lay out a script, word for word, in a Google Doc.
- Then, break your full script up into bite-sized paragraphs (3-4 sentences).
  - Reference the related work or quotes of scholars, who your classmates are also familiar with.
- Have someone else look over the script to see that it is understandable.
- Read it through at a good pace to be sure that it could be read in the designated time frame.

**Prepare your Presentation File**

You have many options for presenting content. Yes you can use PowerPoint, but these tools present some interesting ideas:

- Google Slides
- Adobe Spark

Here are some tips for setting up your slides:

- Aim to have one slide per paragraph (from your script).
- Don't clutter your slides with text; if anything, use one word or an image.
- Use attention-grabbing graphics.
- Use a font and font sizes that are readable.
- TED tips for good slide decks.

**Practice**

Aim to recite your presentation from memory. The tips below will give you step-by-step instructions for achieving this goal. Even if you are presenting online and you can use notes, you still want to try to keep eye contact as much as possible.

- Begin by memorizing the first line of the first paragraph.
  - Once you can recite the first line by heart, memorize the second line.
    - Once you can recite the second line, speak the first and second line together.
      - Continue on until you have memorized and can recite the entire first paragraph by heart.
  - Then, follow the same process until you can recite the entire second paragraph by heart.
    - Once you can recite the second paragraph by heart, recite the first and second paragraphs together.
  - Continue the process until you have memorized the entire script.

**Tips for Engaging your Audience at a Distance**

- Talk to your audience- mention audience member's names or related work.
- Use props to illustrate points.
- Don't forget to make eye contact with the camera because both your screen and video will be shared.
- See what they think- Consider polling your audience on a topic.
- Use game strategy- ask the audience to tally the number of times they see an image on your slides. (After you strategically place a small image on each of the slides.)
- Get everyone on the same page- Consider co-creating on a Google Doc, Drawing or Slides presentation with your audience.

**Add your Presentation to your Favorite Web Space**

- We recommend recording a screencast of your presentation with your voice using a product like Jing.
  - See our guide to screencasting: [Screencasting](#)