

## 33 tips for when presenting online

<p><b>Body language and voice</b> – Show that you believe</p> <ul style="list-style-type: none"> <li>• Look into the camera eye</li> <li>• Look away at times</li> <li>• Keep the camera on eye level</li> <li>• Show emotions</li> <li>• Smile with your eyes</li> <li>• Keep still but maintain energy</li> <li>• Use arms close to the body</li> <li>• Strengthen your words with meaningful gestures</li> <li>• Mirror your gestures so it makes sense to your audience</li> <li>• Vary your pitch, pace and volume when you speak</li> <li>• Articulate</li> <li>• Pause. Yes you can.</li> <li>• Emphasize</li> <li>• Skip all non-words like eeee, aaaa, ummm</li> </ul>	<p><b>Visual aids</b> – Explain and enhance</p> <ul style="list-style-type: none"> <li>• Show one main message per slide. The less information the better</li> <li>• If you have many bullets (boring) then build them up step by step</li> <li>• Use a dark background</li> <li>• “Never use sentences on a slide unless it is a quote”.</li> <li>• Use a <b>big</b> font size</li> <li>• Put in a relevant picture. No decoration - ever</li> <li>• Place your content a bit to the left so that you are never in the way when you share slides.</li> <li>• Use props that you can show in front of a camera</li> <li>• Go old school and draw on a flip chart (with a wider camera angle)</li> <li>• Use an iPad and draw on it. It works with most platforms, to share an iPad instead of slides.</li> </ul>
<p><b>Clarity and content</b> – Make people feel smart</p> <ul style="list-style-type: none"> <li>• Use storytelling/examples</li> <li>• Keep it simple – use fewer, better words (we get tired faster in digital meetings)</li> <li>• Script your content as you will say it. Test it by reading it out loud</li> <li>• Use analogies and metaphors</li> <li>• Interact with chat, polling, Q&amp;A and use names for a personal touch</li> </ul>	<p><b>Tech stuff</b> – Look good. Sound good</p> <ul style="list-style-type: none"> <li>• Get yourself a neutral background</li> <li>• Use flicker free lighting that light up your face</li> <li>• Talk into an external “cardioid” microphone</li> <li>• Set up an external camera</li> <li>• Use a proper green screen and lots of light if you want to use virtual backgrounds. Otherwise, don’t!</li> </ul>