Tips for Online Presentations

CONTENT

☑ **Keep** your slides simple and easy-to-read

☑ **Aim** for 3 to 4 bullet points per slide reviewing the main concepts

☑ **Make** your presentation clear and concise. Too many slides in a presentation might be overwhelming

☑ **Manage** cognitive load of the audience by not using too many visual examples or pictures. The visuals should be related to material

☑ **Check** your technology to make sure they work beforehand. Practice screen share, slide transitions, and accessibility of your notes

☑ **Review** your rubric and make sure your content sticks to the topic

SPEAKING

☑ **Watch** out for filler words, i.e. "um" or "like." It's okay to pause and breathe

☑ **Check** for understanding. Take some time after each section to ask for questions or clarifications

☑ **Engage** the audience by adding interactive elements like polls or whiteboard feature. Encourage participants to use chatrooms or to unmute to ask questions

☑ **Check** camera positioning, lighting, background imagery, and body positioning . Make sure that your face is clearly visible and there are not environmental distractions

☑ **Look** at video camera when possible and avoid looking at a different screen/dual monitor when giving the presentation

☑ **Write** or **type** your notes in a separate location, if necessary, so that you know your place in the presentation

For *in-person* presentation tips, click here!

Daum, K. (2014). 10 tips for giving great online presentations . Retrieved from https://www.inc.com/kevin-daum/10-tips-for-giving-great-online-presentations.html

How to give the best virtual presentation. Retrieved from https://www.forbes.com/sites/quora/2018/08/13/how-to-give-the-best-virtual-presentation/?sh=505b53044808

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