



Virtual Event Presentation Guidelines

Tips for Wi-fi Streaming

- Make sure your lighting is coming from in front of you, not behind you.
- Close your extra open tabs in your window.
- Haven't shut down your computer in a while? Give your computer a break before the webinar, shut down your computer for a couple hours a few days before.
- Turn off the wi-fi on other devices in your space; it will help strengthen your signal during the presentation.
- Make sure your router is in an open space, so its signal is not being reduced by desks, furniture, etc.
- Test your internet connection; you should preferably have a speed of at least 600kbps (prefer 1.5 Mbps). You can check using [Speedtest](#).

Tips for Presenting

- Be brief: a virtual audience will lose attention faster than a face-to-face audience. Make sure no one presenter is speaking for longer than 10 minutes at a time.
- Be clear: speak slowly and clearly. It's easier to miss what someone is saying over video than in person. Consider investing in a USB microphone.
- Be engaging: create brain breaks for your audience through engagement exercises such as polling, Q&A, etc. Polling can also be used to lighten the mood.
 - SCUP will assign a moderator to your session to monitor the chat room and Q&A. Please allow a pause in the conversation for the moderator to interject during audience interaction and questions.
- Be animated: just as in a live presentation, you want to present with a little energy and animation. If your voice is too slow or too monotone it makes it easy for your audience to disengage and tune out. Keeping people engaged virtually requires you to put some energy into your delivery.
- Be synchronized with your co-presenters.
- Keep slides simple by limiting graphics and text.
- Stand up: if possible, use a standing desk or position your laptop so you can stand at eye level with your computer. Standing up provides a higher energy level and compels you to put your body in a more presentation-like mode. If you have to sit, lean forward slightly as you would if you were presenting at a real meeting or as if you were a TV news anchor.

- Get close (but not too close): you want the camera to frame your face, neck, and shoulders. People are drawn to faces, so you don't want to lose that connection by being too far away.
- Play to the camera: when you're the one speaking, look directly into your computer's camera, not at the screen or at the other participants. This takes some practice, but it makes the viewer feel as if you are looking right at them. Powerful presenters understand the importance of making eye contact with their audience, so this means you need to simulate the same effect virtually.
 - One option is to turn off your self-view so that you aren't distracted by their own image.
 - Put the camera at eye level. Try not to have your camera too far above or below you. If it's too low, then you run the risk of creating a double chin. A camera too high makes it difficult to maintain eye contact, as you may find your gaze dropping as you speak.
 - If you are part of a panel or a team of presenters, make sure you are aware of when your camera is on. If you are not speaking but your camera is on, make sure you look like you are paying attention!
- Choose what your screen displays behind you with care. Select a blank wall if possible and avoid clutter behind you as it will distract the audience.
- Use one screen. If you have dual monitors setup in your office, please disconnect from one screen.

Video Tutorials

- Zoom-produced [*Crash Course in Improving Your Presentation Skills*](#).
- SCUP webinar from Your Nerdy Best Friend, Beth Z, [*Adding Zip to Your Zoom: How to Put Your Best Face Forward on Video Conferences*](#).
 - Presenters can view this webinar free of charge. Please contact speaker.information@scup.org if you are having problems accessing this content.