

Virtual Presentation Tips

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(Communication Within the Curriculum)

1. Camera/Eye-contact: Viewers should be able see your face and you should appear to be making eye contact with them, so the camera should be at eye-level. It should capture you from about the waist up since that's what we'd see if you were behind a podium.
2. Lighting: If you have a lamp, set it up behind the camera so that the light is directed toward you. If it's a bright LED bulb, try using parchment paper as a diffuser.
3. Background: Nothing in the background should distract viewers from listening to you (clutter, pictures, traffic out the window). Stand before a blank wall, curtains, nondescript objects (chair, plant), or distant/blurred environments (ie: unreadable book stacks, trees and a park path).
4. Attire: Dress semi-professionally or professionally, depending on the conference's culture. A blouse, button-down shirt, or polo-shirt would be more appropriate for professional communication than a t-shirt, even if you're at home.
5. Sound: Try to speak in a quiet setting. Ask your family and/or roommates for help. (They could even act as audience members for you.) Consider using ear buds or headphones with a microphone; it will reduce background noise for you and your listeners.
6. Script: If you choose to speak from a script, you do not need to memorize it. You should be familiar with it so that you can look at the camera (the viewer) often while you speak, though. Try speaking from an outline instead, so that you sound more conversational, as though in dialogue with the viewers/listeners.
7. DIY teleprompter: Place your outline or script on PowerPoint slides. Use a remote control-clicker to advance each slide as you need it. If you would prefer a scrolling script, you can set it up with [animation](#) in PowerPoint. Be sure your notes are near the camera, regardless of your method. If you use presenter mode, you don't want to be looking at the bottom of your screen since that's inches from eye-contact/camera view.
8. Sitting: If you deliver your presentation seated, move forward and keep your feet flat on the floor. Your back should not touch the back of the chair. This will give you better control over your breathing, which gives you more control over your voice. Drop your shoulders back and relax your arms at your sides or on the table/desk.
9. Standing: If you deliver your presentation standing, balance your weight on both feet. Drop your shoulders back and relax your arms at your sides, because the camera distorts things, pushing you back.
10. Questions: Most platforms have a chat feature. If you are speaking with a small group, you may want to monitor these as you go, breaking for questions occasionally in a long presentation. For larger groups, get a cohost to field/organize questions for you.