SSA 2021 Virtual Presenter Tips

Presenting in a virtual conference or meeting can feel like a daunting task. We are here to help you prepare for your upcoming presentation.

Your Environment

- **Good lighting:** Is your room too dark or light? Do you have a shadow across your face? Is there light reflecting off your glasses?
- **Good sound:** Test your microphone *before* recording or going live. A tinny or echoing microphone will have your audience quickly tuning out.
- **Privacy:** Children at home or hungry? Barking dogs? Ensure you feed and distract them before the session starts - to ensure no surprise visits during your presentation.
- **Stick to time:** There are a million distractions for people watching a virtual presentation – start on time and stick to time to keep people engaged.

Your Presentation

- **Your voice:**
  - Continually change the levels of your voice: Make it exciting, ensure it rises and falls. Whispering keeps people's attention more than shouting does.
  - Bring energy: keep delegates attention by being excited by your own presentation.
- **Your body:**
  - Eyes: Look at the camera, not at your screen – a post-it note next to your camera reminding you to "Look Here!" is a simple way to remind yourself to do this. This helps delegates connect with you and stay focussed.
  - Check your angle: Especially, if you're using a laptop. Make sure your camera is not too high or low. Cameras should be at face height.
  - Stand up: Consider moving your computer to a bookcase so you can stand up while presenting, it helps bring energy. Just do a test first, to make sure your camera doesn't move when you do.
- **Your slides:**
  - **Keep it simple:** Keep your slides short and simple, this ensures your audience need to listen to you to understand your message.
  - **Practice makes perfect:** Consider rehearsing your presentation a few times to ensure you're simply reading from your notes when presenting.

Your Technology

- **Camera:** Try to use a desktop computer with a high-quality camera. Laptops, generally speaking, will produce a lower quality image.
- **Headphones:** Use headphones rather than talking at your laptop or computer. This will limit and reduce any background noise filtering into your recording or live presentation.
- **Stable internet connection:** Use a hard-wired internet connection if possible.

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