

10 Tips for Successful Remote Presentations

October 29, 2020 | 2-3 PM

Pre-Presentation Checklist

- ☐ Have you practiced the delivery of your presentation?
- ☐ Do you know how to use all of the functions on your presentation software (Zoom, WebEx etc)?
- ☐ Did you prepare your presentation slides?
 - ☐ Are your slides not too overwhelming? (i.e too many images, videos, gifs)
- ☐ Have you assigned who is presenting each slide?
- ☐ Have you assigned someone to share their screen?
 - ☐ If that person is you, do you know how to use this function?
- ☐ Did you assign someone as the “MC”?
- ☐ Do you have a co-host assigned who can take over if you get kicked off the connection?
- ☐ Are you in a space that won’t cause distractions to yourself/others?
- ☐ Do you have an outfit picked out that will leave you dressed for success?
- ☐ Is there clutter behind you?
- ☐ Is your wifi strong enough to video chat?
 - ☐ Run an internet speed test
 - ☐ Make sure no one on your wifi is using too much bandwidth (kick the kids off devices)

Presentation Checklist

- ☐ Have you thought about how you’re going to handle interruptions?
- ☐ Be sure to re-engage your audience with pauses
- ☐ Ask your audience, “Does anyone have any questions?”
- ☐ Do you have a clock handy to check how you’re doing on time?
 - ☐ Be sure to stay on time —Don’t speak too quickly or spend too much time on answering questions mid-way through.