

VIRTUAL PRESENTER QUICK TIPS

Best practices to help you prepare for a professional virtual presentation.

1. Composing Your Screen

- Create a balanced composition of yourself in the frame by centering your head and shoulders on the screen.
- Make sure your head is at the same level as the camera.
- Avoid pointing the camera up or down at your face.

2. Eye Contact

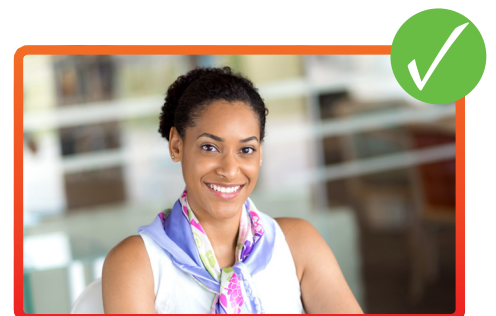
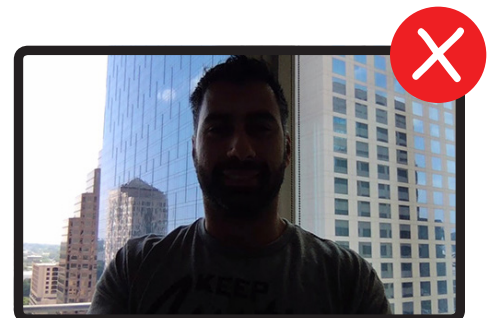
- Not sure where to look? Try to appear that you are looking at the viewer versus away from them.
- Try looking directly into the camera to better engage with your audience.

3. Lighting

- Use front lighting as much as possible.
- Do not have your back to the main light source, such as a window, as this will cause you to be in shadow.

4. Wardrobe

- Solid colors are best. Avoid busy patterns.
- Try to contrast your clothing with the background.
- Accessories such as a tie or scarf are a nice way to frame your face and bring added professionalism.



5. Noise & Distractions

- Make sure the room is quiet and you are close to your computer microphone.
- Turn off any applications that might have audio alerts, such as email or your phone.
- Keep pets and other visitors out of the meeting room.

6. 16:9 Versus 4:3?

- Slide presentations that are designed for wide screen—16x9 (HD) versus the older 4x3 (SD) format—will fill the screen better.

7. Intro & Closing

- If you have slides, consider recording an introduction before you share your screen to deliver the main presentation.
- Close your presentation with a head shot and a Thank You message so viewers will remember you.

8. Post-Event Cleanup

- There may be parts of your presentation at the beginning and end that should be cut—such as general housekeeping or waiting for attendees to join. Don't worry, we will edit those out for you.



16:9

