## **THE SET-UP**

TIP SHEET

Conducting Virtual Presentations

* Determine your presentation platform and whether or not it will be recorded.
* Practice your presentation on your chosen platform. Have another person “listen” so they can identify any issues.
* Have a link to the presentation slides available ahead of time, when your presentation is ready. This will allow people to print off and more easily take notes during the webinar.
* Prepare your presentation announcement well in advance. The announcement should include the link to the webinar, password or call-in information if needed, the link to the presentation slides, and your agency contact information.
* Promote your event early and have the announcement link on your website.

# **THE DAY OF THE EVENT**

* Enter your virtual platform early. This allows you to prepare and to address any last-minute issues. Have materials for screen sharing ready to go.
* Begin on time!
* When creating your presentation slides, start with a screenshot of the platform with arrows and explanations of how to use the platform, how to ask questions, use the chat box, etc.
* After your welcome and introductions, begin by reviewing those platform instructions.
* Announce if the presentation is being recorded and tell attendees how to access the recording later.
* Designate another staff member to monitor the chat box and trouble-shoot issues that any attendee may be having while you are presenting.
* Build in *“Questions?”* slides and comprehension polls as a quick check-in and to keep people engaged.
* Try to stay on schedule with your presentation. If you have scheduled 1 hour, stick to it.
* Be sure to include your contact information and phone number on the last slide and verbally remind people as well!

# **THE FOLLOW-UP**

* Send out any follow-up information and include responses to any questions that went un-answered.
* After the presentation, note what went well and/or anything you’d like to improve for your next virtual presentation.