28 Best Practices for Delivering Engaging Virtual Presentations

1. Keep your slides simple! Use a build to bring your points in one by one.
2. Always use a headset and avoid talking over a speaker or cell phone.
3. Be sure to ask your audience up front if they can hear you okay.
4. Focus entirely on what is most important to your audience.
5. Use the annotation tools often and mix it up.
6. Tell stories to support your points.
7. Add photos to support your points.
8. Have an agenda and follow it throughout the entire meeting.
9. Speak with enthusiasm. And smile. It will always come through.
10. Make the most of your voice. Speak with volume, clarity and articulation.
11. Interact often! Ask questions, field questions, take polls, have conversation, and more…
12. Address individuals by their first name at least once or twice each if possible.
13. Have a second computer logged into your meeting so you can see what they see.
14. Start your meeting and load your documents at least 30-60 minutes in advance.
15. Rehearse and do a dry run ahead of time with someone else or your second computer.
16. Include photos of yourself, any other presenters, and your audience if appropriate.
17. Have a clear structure for your presentation. A beginning, middle and end.
18. Begin your presentation with a "Grabber Opening" to capture attention.
19. Add some "Hollywood" to your presentation. Stories, photos, video, graphics, and more.
20. Limit your presentation to 30-60 minutes if possible, unless it's a training program.
21. Eliminate background distractions, such as kids, dogs and dishes.
22. Stand and deliver when you have the opportunity – this frees up your energy.
23. Take great care of your voice – avoid dairy, smoking, caffeine and alcohol beforehand.
24. Give incentives to stick around until the end of your presentation.
25. Have a co-host or a moderator when possible to make it more entertaining.
26. Practice presenting as much as possible. It will take practice to get great.
27. Print your notes, but work from an outline ideally. Memorize your opening and close.
28. Know your web conferencing platform really well!!!