

8 Steps to Make Your Virtual Presentation a Success



Prior to logging in to your session

1. **Light from the front, not behind** Avoid being backlit by making sure you're facing toward, not away from a window or another light source.
2. **Tidy up your background** What's behind you? Your background can enhance your professional presence. Make sure to avoid busy patterns or anything that can be distracting to viewers.
3. **Camera set up** Your camera should be at eye level. To make the viewers feel like you are making eye contact, make sure you are looking at your camera, not your monitor.
4. **Check your connection and battery life** If possible, plug your computer directly into your modem using an Ethernet cable. This will give you the strongest signal and most stable internet connection. Will you be wearing wireless headphones or earbuds? Make sure they, along with your device are fully charged prior to your presentation.

While you're logged in, 10 – 15 minutes before your session time block

Your moderator will greet you in the **RTi3 Presenter Zoom Room**, help you set up for your presentation and answer any questions you may have. At this time, please be prepared to:

5. **Do a sound check** Unmute and identify yourself to the moderator to make sure your voice is coming across clearly. We recommend that you wear earbuds or wireless headphones to tune out the background and ambient room noise. It may not be apparent to you, but does get picked up by microphones and transmitted to viewers.
6. **Ask the moderator** Notify your moderator of any issues you are experiencing to make sure they are resolved prior to your presentation. If you have any last-minute questions about the technology or your presentation, this is the time to get clarifications.
7. **Listen to the moderator** Your moderator will let you know when it's your time to present and give you specific instructions about how to navigate the technology.

During your presentation

8. **Be yourself and have fun** Much like in face-to-face presentations, your audience will pick up on your energy and authenticity, so show your passion along with your data!