

BEST PRACTICES: VIRTUAL PRESENTATIONS



NOSM U CEPD
TIP SHEET



SETTING THE STAGE

- Join the meeting early to test connections and set up multimedia.
- Leave extra time for participants to join, set up multimedia, and troubleshoot.
- Instruct the participants on how to use the technology and participate. Provide contact info for IT support.
- Tell the audience if you will be recording and where to find the recording after the seminar.
- If you are able, familiarize yourself with the platform you will be using beforehand (Webex, Zoom, etc.) and any of its features (whiteboards, polling, chat, etc.)



DEVELOPING & DELIVERING CONTENT

- Keep the audience muted during didactic portions your presentation.
- Avoid long stretches of lecturing. Break up longer presentations with polls, a Q&A, or breakout rooms.
- Provide an agenda and learning objectives so that your audience can follow along.
- Keep it simple and focus on the big ideas: attention spans are shorter online.
- If you are sharing a video or audio clip, optimize sharing for multimedia. Practice beforehand to make sure sharing works and that audio/video quality is high.
- Take advantage of your platform's interactive tools to keep participants engaged and interacting with one another and the facilitator(s).
- For more ideas, check out our "Effective Presentation Tips" Tip Sheet.



BEST PRACTICES FOR SLIDE DESIGN

- Use images and infographics to keep your audience engaged, but be selective. Use images that reinforce your key messages.
- Only use images/media that you have permission to share and give attribution when necessary.
- Keep font large (minimum 30 point font is recommended). Avoid long paragraphs of text. Use speaker notes in PowerPoint slides to add more content.
- Maintain a simple, high-contrast colour palette throughout your presentation. Avoid textured backgrounds, busy layouts, and animations.

