

Success for In-Person & Online Presentations

Things to Consider In-Person and Online

Maintain eye contact: Eye contact is important because it shows your audience that you are invested in what you are discussing.

Posture: Have an open posture to welcome your audience. Stand or sit up straight to show you are engaged.

Professional attire: Show your audience that you care by dressing professionally. This shows your audience that you put thought into your presentation and have something important to say!

Hand gestures: Hand gestures communicate your enthusiasm for your ideas. They allow you to emphasize certain points of your presentation. However, too many erratic movements can be distracting, so practice using a healthy balance of hand gestures!

Special Things to Consider Online

Eye contact with the camera: Do a practice recording and watch the recorded presentation to see if your eye contact looks natural. In general, try to maintain comfortable eye contact with the camera that you are using to record.

Visible hand gestures: Make sure that your hand gestures are in the frame of the camera. You can do a practice recording implementing your hand gestures to see if they are in view of the camera. Hand gestures add meaning to your presentation and help you emphasize certain ideas, so it is important that they shine through even in the virtual setting!

Quality of video and audio: Again, recording your practice rounds is extremely helpful! This enables you to gauge if you have any technical difficulties that need to be resolved before the real deal. Make sure that the video and audio quality is the best possible.

Lighting: Try to have balanced lighting (not too dark or too bright) so that the audience can see you.

Professional background: When presenting, have a clean background that is not distracting. Avoid having too many objects or clutter in the background. You can also try using digital backgrounds to create a more professional atmosphere.