

Delivering a Successful Presentation



Online events and presentations have their own unique parameters, and preparing for these events requires different considerations than an in-person event. To help you prepare for, and successfully deliver your online presentations and events, we've created a checklist of important things to consider before you host your next sales demonstration, marketing event, collaborative session or company wide meeting.

Tips & Tricks

Mute your computer

Disable your screen saver

Turn off or switch to vibrate your cell phone, PDA and pager

Turn off virus protection software

Turn off 'Pop-Up Blocker' software

Hang a 'Do Not Disturb' sign outside your door

Close windows and doors

Do you need a glass of water?

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- Log in to presentation console 30 minutes before event time
- Test both audio and web connections prior to live event
- Use handset or speaker phone (if using multiple presenters, be consistent with audio set-up and test volume levels)
- Be familiar with presentation content
- Print copies of welcome speech and presentation
- Pre-load all materials prior to live event (recommended at least 2-3 days prior)
- Confirm titles, names, and pronunciation of speaker(s)
- Ask an adjacent co-worker to log in near you to report any issues they may be encountering
- Minimize background noise
- Begin presentation with welcome speech & introduction of speaker(s)
- Keep presentation voice conversational
- Maintain a brisk pace, but remain on each slide for at least 20 seconds
- Avoid reading slides, use separate notes
- Avoid interruptions
- Avoid "dead air"
- Make clear transitions from one slide to the next
- Engage audience throughout presentation (ask /read questions, use Polling slides, annotations, etc)
- Utilize Event Moderator throughout presentation to increase audience interaction
- Designate another person within your co to answer text questions online, or use Moderator to answer with basic response (i.e. "thank you for your question") and read at end of presentation
- End presentation with Q & A session, contact information
- Include "planted" questions if audience is not asking any (both audio and text)

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