



RESILIENT & THRIVING

Together in a Changing World

ONLINE EVENT PREP TIPS FOR PRESENTERS

FOR RECORDED AND/OR LIVE PRESENTATIONS

PREPARING YOUR PRESENTATION

1. Set your slide layout to: widescreen; 16:9 aspect ratio
2. The slides should clarify and complement what is spoken
3. Avoid putting what you are saying on the slides, so that your audience listens to you instead of reading off the slides
4. Keep in mind that simple slides with less content are better than one complex and very tightly packed slide (limit your content to seven lines or 20 words per slide)
5. Allow yourself one slide per minute of talking time
6. Use contrasting colours in your presentation. A dark background with light text is visually appealing
7. Avoid red or dark blue text as it does not project well and makes it difficult to read
8. Double-spaced text is easier to read than single-spaced text
9. Fonts: Sans Serif (ex. Calibri, Arial) is easier to read than Serif (ex. Times New Roman)
10. Your font size should be at minimum 18 pts
11. Your heading font size should be at minimum 24 pts
12. DO NOT WRITE OR USE WORDS THAT ARE IN ALL CAPS; it makes the reader think you're yelling at them!
13. Ensure line thickness is sufficient before transferring an image from a graphics package
14. The title slide should contain the title of the presentation, the presenter's name(s), the date and location of the presentation (if necessary)
15. Include a "Contents" or "Agenda" slide at the beginning of the presentation that identifies the headings for discussion
16. Use a separate slide for the heading that is to be discussed and provide more information if necessary
17. Use the same fonts and colour scheme throughout the slides
18. The final slide can display the company logo and contact information that can remain on during the question period

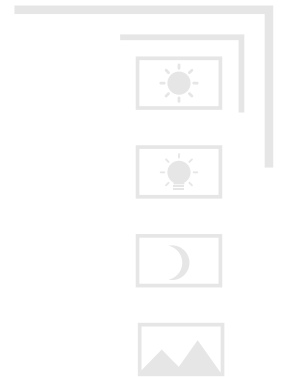
ROOM AND BACKGROUND SELECTION

1. A high-quality presentation is given from a space where there are no distractions for you or your audience
2. Choose a small room. Big rooms with high ceilings will create an echo.
3. Avoid a room with too many windows
4. Avoid having too many things in the camera frame; the focus should be on you, not what is hanging on the wall over your shoulder



CAMERA SETUP

1. Test your camera. Are you using your laptop's camera? Are you using a webcam? Before presentations it's important to check if your camera provides a high-quality video. Some laptop cameras are subpar and you may need to buy a webcam
2. Once you have your camera, make sure that it is set at eye-level. You may need to prop up your laptop (if using a laptop) on a stack of books or a stand (or set the webcam on a tripod if you have one) to avoid the camera looking directly up your nose
3. Check that your camera lens is clean and free of dust, debris and fingerprints for the best possible picture
4. It's also helpful to make sure that the device you plan to use for the presentation is fully charged and plugged into a nearby outlet - so you don't disappear midway through the presentation!





LIGHTING SETUP

1. DO NOT present with a light source behind you. You will be lost in the shadows. The light should either be in front of you or beside you.
2. To help reduce potential glare or shadows, you can try to place a lamp or turn on an overhead light behind your camera, facing you
3. If you're using natural light (light from windows and doors), be mindful of the time of day of the presentation compared to the time of day you are testing your lighting

SOUND SETUP

1. It's highly recommended that you use wired headphones, preferably one with a microphone built in
2. If you choose to use wireless headphones, please make sure they are fully charged and double-check that your Bluetooth connection is turned off for other nearby devices
3. Make sure that notification alerts/ringtones are turned off for the devices in the room where you will give your presentation
4. Make sure that no windows or doors are open to avoid noise and distractions





INTERNET CONNECTION

1. For a safe and reliable connection, connect your laptop or computer directly to your Internet router using an ethernet cable (\$4 to \$10 depending on length)
2. If you are using a WiFi connection through your laptop, sit close to the WiFi router for a reliable connection
3. Ensure that your Internet connection has sufficient bandwidth
4. You may also want to request that members of your household turn off the Internet on their devices for the duration of the presentation

ADDITIONAL TIPS

1. Rehearse. The presentation will be more engaging if you are not distracted by the technology, so familiarize yourself with the presentation platform before the event
2. It works well to have the window with presentation notes open side by side with the presentation application
3. When speaking, look into the camera as often as you can. If you are constantly looking down at the screen or your notes, you are not engaging with your audience
4. Speak clearly and loudly, but don't yell
5. Frame yourself well: The audience should be able to see your face, neck and shoulders at most
6. If you have a standing desk, use it to give your presentation
7. Relax and have fun. You know what you're talking about - you're the expert!

