

Webinars

Tips for Presenters

Preparation

- Have someone you trust professionally take a critical look at your slide presentation.
- Rehearse and record yourself (if possible). Time your presentation to make sure you can stay within the allotted timeframe.
- Practice varying your pitch and tempo in your speaking. Intonation in online delivery is **critical**.
- Practice with the technology that you will be using during your presentation and become familiar with the tools available such as annotators, pointers, polls.

Engaging the audience

- Make sure the audience has a few key ideas as takeaways.
- Keep in mind that you want every participant to exit the webinar feeling like their time was worthwhile.
- Consider including poll questions during the webinar to engage the audience.
- Consider providing handouts as takeaways to your audience.
- Include relevant images, charts, and diagrams within your presentation to induce emotion or illustrate a point quickly and effectively.

Delivery

- Deliver your presentation to **people**, not to your computer.
- Avoid reading slides or from a script – speak naturally as if you in front of a live audience.
- Remember your virtual body language – smiling, using hands and facial expressions (even though you can't be seen) helps your presentation come off as natural.
- Maintain the volume of your voice as consistently as possible. Avoid moving away from the microphone or phone speaker.

Content

- Don't try to cover too much – audience short term memory limits what they will retain.
- Focus on a few key points that will have the greatest impact and be retained in the long term memory of your participants.
- Cut out content that is not relevant to your key points.
- Summarize content intermittently throughout the presentation especially following slides that outline procedures.

Resources

[Creating Effective PowerPoint Presentations](#)

[Presentation Zen](#)

[The Webinar Blog](#)