

# Virtual Presentations

## Set Up

- Select a distraction-free environment or virtual background
- Turn off all notifications and alerts
- Clean up desktop and close out extra tabs
- Check Zoom settings
- Place camera at eye level
- Check that lighting is coming from in front of you
- Test headsets & mics
- Choose host & co-hosts

## Practice

- Muting/unmuting
- Starting/stopping video
- Sharing/unsharing screen
- Advancing slides
- Managing dashboard, app, visuals
- Delivering presentation individually and as a team
- Providing feedback to team
- Using this handout as a checklist

## Present

- Wear business formal
- Display full name
- Use appropriate headshot
- Mute yourself when you are not speaking
- Stop video when you are not speaking
- Look into camera
- Refer to notes sparingly
- Use good posture
- Center yourself in the frame

## Introduction

*Bottom Line*

- Title Slide
- Team Introductions
- Bottom Line Up Front (BLUF)
- Agenda
- Chevron, navigation, bread crumbs, or sections slides

- Is the title descriptive?
- Are names in a logical order?
- Is your BLUF clear?
- Do you transition between BLUF and agenda?
- Is the introduction focused on the needs of the audience?

## Body

- Content supported by visuals
- Refers back to BLUF
- Minimal text
- Large, labeled visuals

- Is content organized?
- Are transitions used?
- Is content clear and audience-focused?
- Does the content support the BLUF?
- Is the body focused on the needs of the audience?

## Conclusion

*Forward Looking Statement*

- Clear ending that supports BLUF

- What are the next steps?
- Is the BLUF supported by the conclusion?
- Does the ending focus on the needs of the audience?