

# How to give a good online presentation

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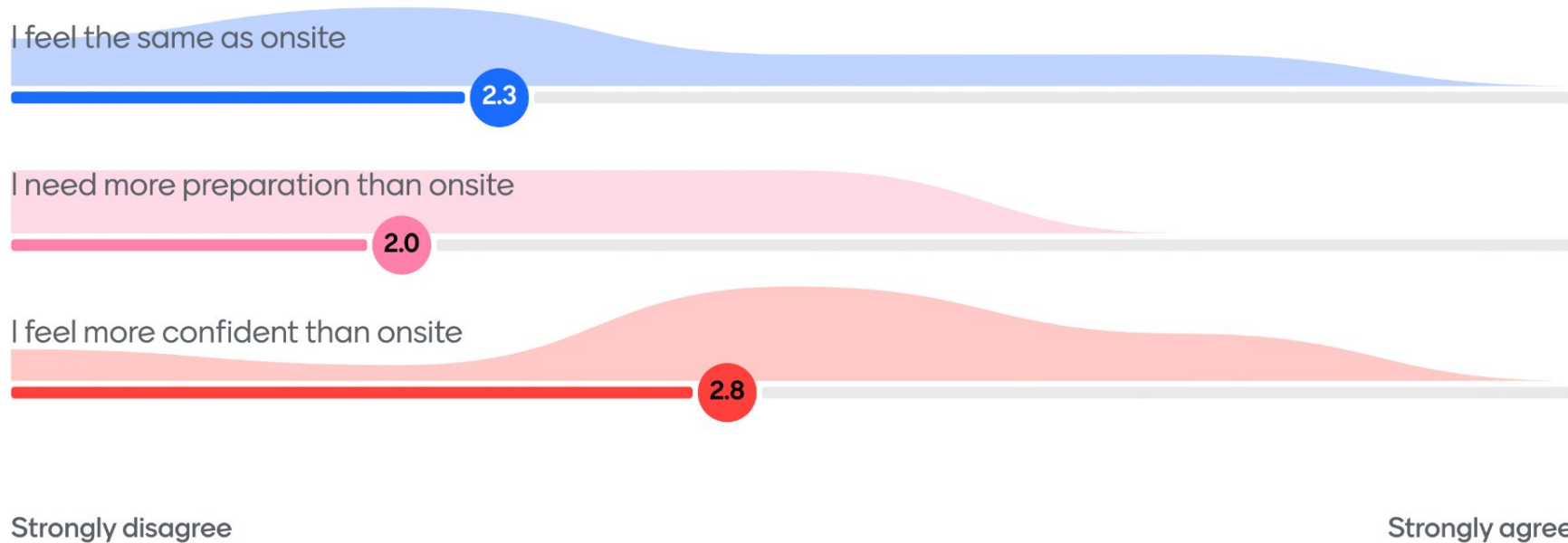
CIBIO/Segata lab

Benefits of online and onsite conferencing **not covered**.

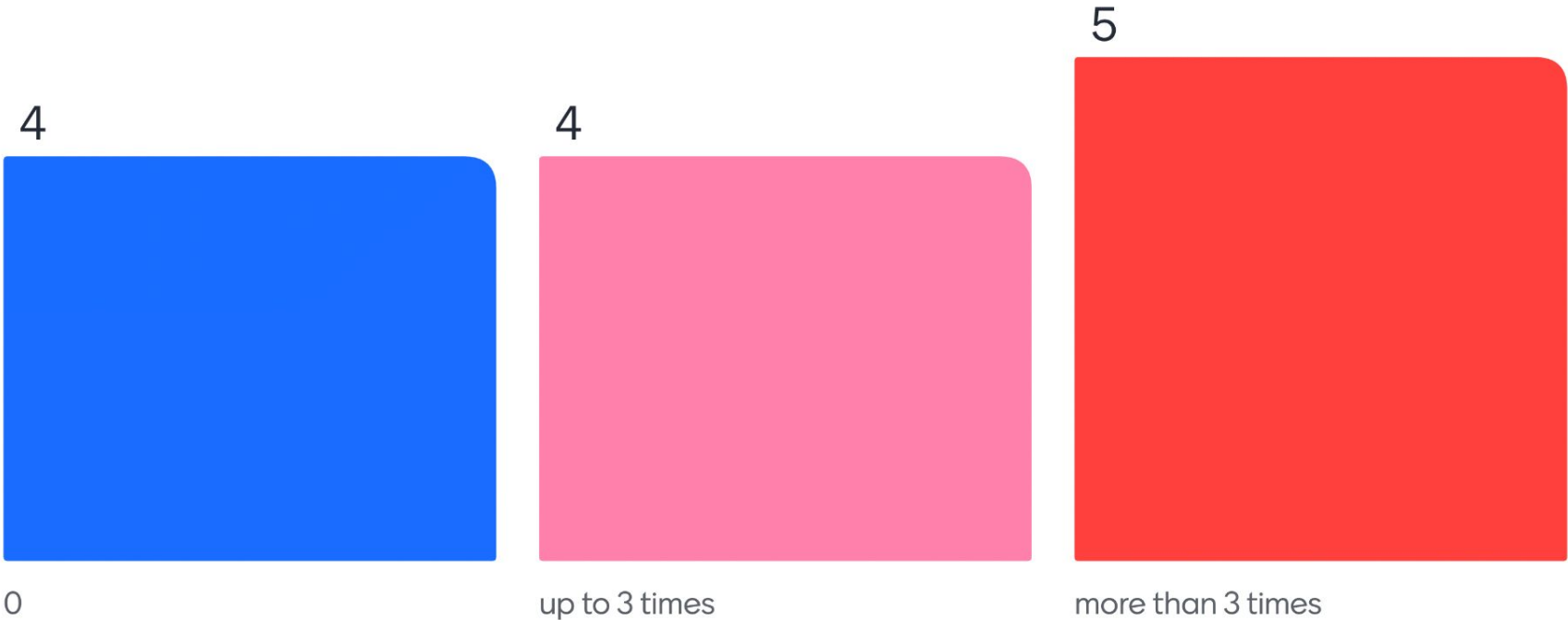
Topic: **How to improve and enjoy online presenting.**

A short survey about online presenting 

# How do you feel about presenting online?



In the last 12 months how many times you were presenting online (including our lab meetings and any type of meetings with an online option)?



# What were the main challenges when you were presenting online?

## Technical issues:

Unstable connection,  
mess with mic/camera  
permissions

Hearing questions

Time management

Connectivity problems



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## Missing audience:

Lack of real time feedback not  
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response (facial expression,  
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Not being able to see how the  
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No immediate feedback from the  
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## Lacking focus & engagement:

Feeling totally involved  
with my talk and the audience

To get attention of all participants

Keeping focus

Focus of the participants

Not so engaging as onsite were



# Please watch this short demonstration of bad online talk and comment below bad moments that you observed.

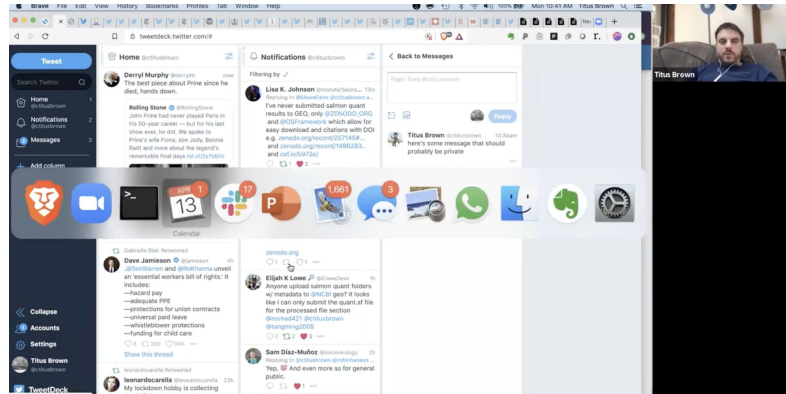
## Poor presentation setup

No introduction

Too many technical details

Bad slides

Zero background info



Titus Brown (2020) <https://www.youtube.com/watch?v=F4czvzcITIE>





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The speaker was a too laid back

Even the speaker does not look interested in the presentation



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## Not taking questions

Not available to answer questions from audience



# Challenges in online presenting



Technical issues



Missing audience



Missing interaction



Presentation



Presenter

# Challenges in online presenting



## Technical preparation

- **test the meeting platform:** log into the meeting at least 15 min early
- **have a backup plan:**
  - share your presentation and conf. link with your labmate who is in the same office with you
  - prepare a secondary device (e.g., smartphone, tablet) available in case your primary device experiences technical difficulties
- **communicate transparently:** If you experience technical difficulties, don't hesitate to communicate with your audience. Let them know what's happening and provide updates on the status of the issue.

# Challenges in online presenting



## Online audience

- **imagine the ideal person** for the presentation you are giving, for example Nicola (Nicola, you can imagine one of us)



# Challenges in online presenting



## Online audience

- **imagine the ideal person** for the presentation you are giving, for example Nicola (Nicola, you can imagine one of us)
- before you start, try to **find out who will be in the audience**: during your talk you can mention e.g. their work or tool that you used.
- **chat with audience before your talk**: invite them to your talk, share what you are going to talk about; this can help you feel more connected to the individuals in your audience.



# Challenges in online presenting



## Online engagement

- use Q&As, surveys, polling and chats (among other **engagement technologies**): ask **your labmate** to share links in the chat box when you are mentioning them (e.g. link to the tool webpage, gh repo)
- encourage comments or reactions, and solicit feedback to create a more interactive experience
- **after the presentation**, check Q&A and stay active there

# Challenges in online presenting



## Online presentation

### Content

- keep your information clear, concise and visually appealing
- try to simplify your data point
- use compelling imagery
- avoid overloading text

### Visuals

- use annotation tools
- use animations and transitions sparingly, as they can be distracting in an online setting.



# Challenges in online presenting



## Online presentation

**Eliminate distractions** from email pop-ups and other devices. But if somebody appears in the background, do not worry, this will make your talk more memorable.



# Challenges in online presenting



## Online presenting

### Voice

- vary tone and pace
- use clear pauses
- show energy

### Camera

- look at camera
- keep visible hand gestures:  
move your camera away from  
you a little

# Challenges in online presenting



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- look at camera
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### Posture

- if you can, stand up and deliver your message as if you are giving the presentation to a live room

**Dress** appropriately and to feel confident

*“I’ll share my screen now –*

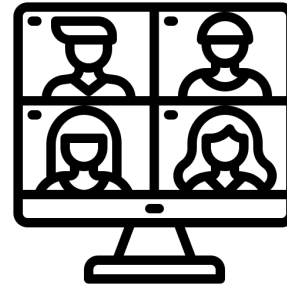
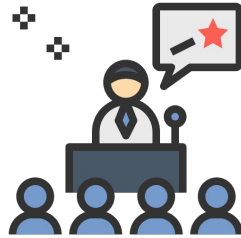
~~*Can you see my screen?*~~

*Let me know if you can NOT see my slides”*

and start your talk.

# Enjoy

We can not expect the same experience in two different conference environment settings.



NOTE:

Fully online event  $\neq$  Hybrid event (more mixed challenges for both audience and speaker)