

**Practice Makes
Perfect
Presentation**

Create a Professional Physical Environment

- See what background shows in your video camera
- Ensure your background is:
 - Clean
 - Uncluttered
 - Neutral
- Avoid:
 - Potentially offensive displays
 - Unmade beds
 - Dirty laundry

Create a Professional Online Environment

- Ensure you turn off slack, email, phone notifications etc.
- Your desktop background should be appropriate
- Have your files ready to roll
- Know your controls in advance

Ensure you Look Professional

- Is your camera angled correctly?
- Do you have enough light so that your face is showing clearly?
- Are you facing your camera?
- Are you wearing a professional top?

Body Language is Important!

- Curtail swaying
- Don't flap your hands too much
- Look straight at the camera
- Sit up straight

Ensure you Sound Professional

- Test your microphone beforehand to ensure sound quality
- Are you talking into your camera / microphone?
- Are there distracting background noises to eliminate?
- Stay muted during others' presentations

Practice, Practice, Practice!

- If you're comfortable public speaking: at least 2x
- If you're uncomfortable public speaking: at least 5x
- Pay attention to:
 - Ums, Uhs, ands, you knows, so...
 - Pace – are you motoring through too quickly?
- The more you practice, the less nervous you will be and the more confident

Stack your Audience

- If you're particularly nervous, invite family and friends
- Give them questions you can answer comfortably

To get a Recording Shared...

- You must practice with me
- You must complete the media release form
- I have ultimate say because I want your best foot forward

Enjoy the Go



Questions?