Reminders for online speeches

* Have good lighting
* Present in front of a neat background
* Wear colors, clothing, and jewelry that are technology friendly
* Keep your energy up
* Refrain from fidgeting
* Know where to look
* Avoid slideshow speak

**DEFINITIONS**

Synchronous: Speeches given in real time

Asynchronous: Presentations recorded and played back at another time

Podcast: A digital audio file made available on the internet for downloading to a computer or mobile device, typically available as a series, new installments of which can be received by subscribers automatically

Webinar: an online event that is hosted by an organization/company and broadcast to a select group of individuals through their computers via the Internet.