

A group of four people are seated around a large conference table in a modern office setting. They are looking at a large screen displaying a video conference with three participants. The room has large windows on the left, letting in natural light. On the table, there are water bottles, a laptop, and some papers. The overall atmosphere is professional and collaborative.

PRESENTING REMOTELY

10 useful tips

THE POWERPOINT PRESENTATION



1. Build up your story well

The attention span during an online presentation is shorter than during a physical presentation. Because of this you will have to be more specific and direct in your story structure. Give your audience a clear hook from the start.



2. Text and font

Because your audience follows your presentation via a communication platform on their computer screen, the PowerPoint will not cover the entire screen. So make sure that the text on the slides is clearly readable.

Tip:

- Don't put too much text on your slide
- Use a font size 24 or bigger
- Make sure your presentation is in 16:9 format (not 4:3)





3. Powerful and creative visuals

The more visual your slides are, the more supportive they are and the better you will be able to hold the audience's attention.

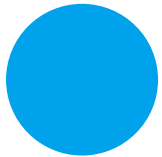
4. Use of media and hyperlinks

Make sure that all pictures, movies etc. are embedded in your PowerPoint.

Avoid using hyperlinks that navigate away from your presentation (e.g. link to a website)

5. Slide design

Many speakers find it difficult to design their slides by using several clicks. After all, it requires some attention and coordination between what you say and managing your PowerPoint presentation. It really helps your audience if you don't put everything on the screen at once. Let the construction of the slide follow your story.



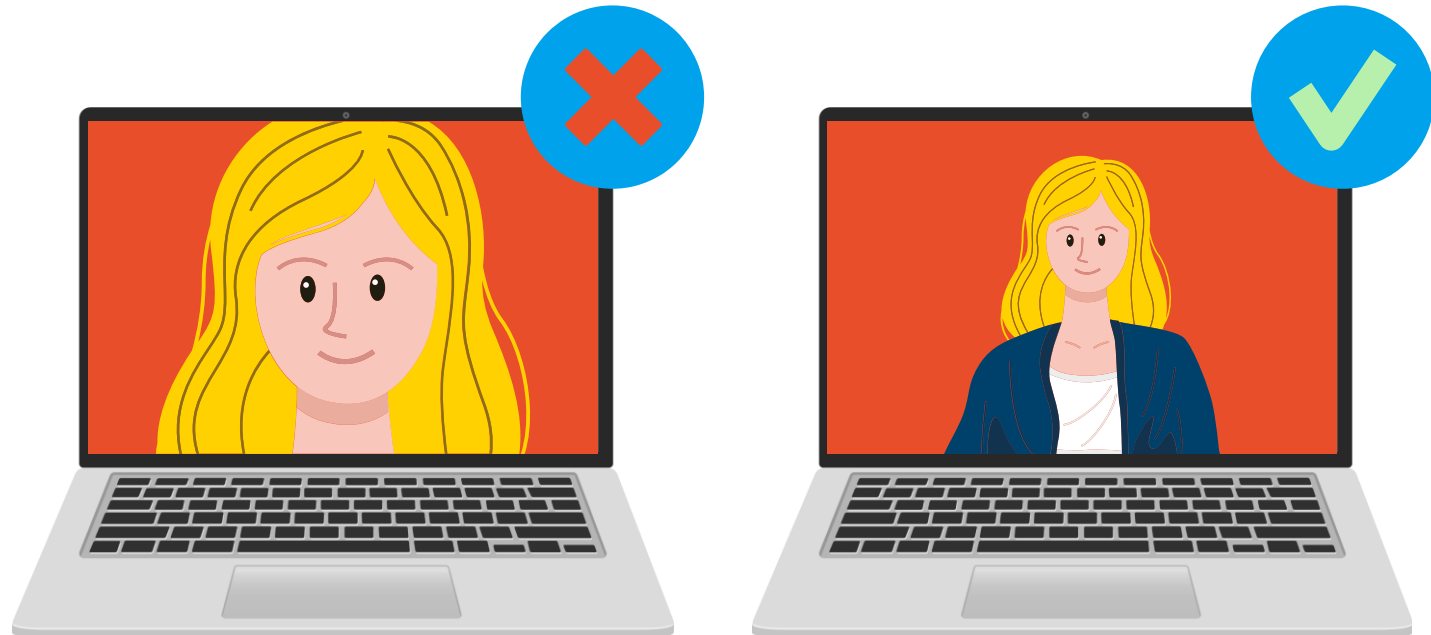


THE PRESENTER



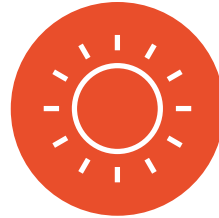
6. Positioning in front of the camera

Make sure your laptop's camera is at eye level or slightly higher. This way you keep your head straight and look straight into the camera. Take enough distance from your screen so that your head and shoulders are in view. It's better to go just a little too far than too close in the picture. Try to imitate the physical situation as much as possible.



7. No backlighting

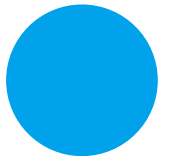
Think about where you sit for your online presentation. Your audience wants to be able to look at you in the best possible way.



Make sure there is no backlighting, nor any direct light on you (e.g. sunshine)



Choose a background that is as neutral as possible





8. Sound & microphone

The built-in microphone on most laptops is sufficient to transmit a good sound. If you are not sitting alone in a room, it is sometimes more convenient to have a separate headset (earphones).

9. Speak slower

Just like with a physical presentation, in an online presentation it is recommended to talk a little slower than you are used to. It gives your audience the time to better understand what you're saying. It actually takes a little longer to understand everything...

10. Use your facial expressions

Because you can't use your whole body, you'll have to use your face for supportive non-verbal communication.



So be aware of your facial expression and make sure there is enough variety



Want to know more?
Body Language Academy

