

Presenting Virtually in Groups

Verbal

- Don't speak too quickly or too slowly.
- Speak loudly enough that your recording device allows you to be heard clearly.
- Vary your pitch to avoid sounding monotone.
- Sound interested in your own presentation; if you are not, your audience will not be.
- Avoid using distracting speech:
 - Verbal fillers such as: "Um," "Like," "You know"
 - Slang terms
 - Technical terms – if people don't understand, they are not going to pay attention

Nonverbal

Camera Presence

- Record in a quiet distraction free environment.
- Record with a neutral background, free from clutter.
- Consider how you are framed:
 - Have your body centered without excess empty space above your head.
 - The camera needs to be at or just above eye level.
- Consider the lighting in the room.
 - Make sure the lighting is sufficient to allow you to be seen.
 - Use soft light to avoid harsh shadows.
 - Avoid recording in front of a bright light or window.

Eye Contact

- Maintaining eye contact with the camera lens when presenting on camera is important.
- If you have notecards, don't look at them too much.
- Avoid reading from a script.

Facial Expressions

- Smile when appropriate. This helps build a relationship with your audience.
- Make sure your expressions match the emotional content of the message.
- Avoid distracting facial movements such as eye rolling, lip biting, continuous nodding.

Body

- Use gestures for emphasis to get your point across.
- Display good posture whether you are sitting or standing.
- Avoid distracting behaviors:
 - Playing with objects (notecards, hair, etc.)
 - Using gestures excessively
 - Closed body posture (arms or legs crossed)

Group Considerations

Group Delivery

- Practice ahead of time
- Know when and for how long everyone should speak.
- Balance speaking time between group members – everyone speaks for relatively the same amount of time.
- All speakers should remain engaged, even when not speaking. Be mindful of:
 - Facial expressions and eye contact
 - Posture and body movement
- Know exactly what presentation aids will be used, how they will be displayed, and who will manage technology.

Organizing the Group

- Choose the person with the strongest presentation skills and credibility for the opening.
- Put the weaker presenters in the middle of the presentation.
- Select a strong speaker to conclude the presentation.
- Assign someone to manage the Q&A session if one will take place.