



TOP TIPS TO HELP YOU PRESENT PROFESSIONALLY ON VIRTUAL MEETINGS

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TOP 10 TIPS

With the lockdown and government rules in place to help reduce the spread of COVID-19. So many meetings and businesses have moved online because of remote working arrangements.

Here are our top ten tips to help you present effectively and professionally when using Zoom, Skype, Teams or any other video conferencing software.

TIP ONE

Look at the Camera

It may sound obvious, but it's easy to forget to look at the camera. When you look at the camera, the people watching you will feel like you are looking at them, maintaining eye contact and paying them attention.

Video conferences are more effective when people can see each other's facial expressions and body language

When you look down or off to one side it will appear to the other people on the call that you are not paying attention.

If you are using two screens, make sure the main documents you need to refer to or type into are on the same screen where the camera is located – this will help keep your face pointed towards the camera.

TIP TWO

Good Lighting

Adding some extra light makes a big difference to the picture quality.

Straight-on lighting is best for video calls, this ensures your face is well illuminated and clearly visible. A desk lamp positioned behind the screen pointing at your face will illuminate you clearly.

Using natural light from the window to fill in the sides also creates pleasing, accurate skin tones in the camera and renders accurate colours.

TIP THREE

Use Headphones

If you use the mic and speakers built into your laptop there is a much greater danger of echo or feedback. This happens when the mic can 'hear' itself through the speakers on the laptop. You can solve this easily by plugging some headphones into your computer.

The earbuds that came with your phone will work fine – and have the added bonus of a built in mic which is close to your mouth and so you will sound better.

TIP FOUR

Test and Practice Ahead of Time

If you are not familiar with the software you are using, make some time to test and practice before the call. In the software settings make sure the correct camera, mic and speakers are selected.

If you plan to use Screen Sharing in order to show PowerPoint slides or other documents, be sure to test this before the call.

Especially on Macs, you sometimes have to change the security settings before you can share the screen and this requires the software to be restarted – which will hang up the call.

TIP FIVE

Quiet on Set

Turn off any background noise such as fans, washing machines or music.

If you have a dog, a cat, a guinea pig, or any other animal that can get loud or “in the way” at times, they’re probably going to want to “participate” in your conversations as soon as they hear a little bit of commotion.

Similarly, kids can get pretty distracting during a meeting, even if they’re outside the room.

TIP SIX

Speak Like You

If you are presenting, use language, vocabulary and sentence structures that match how you usually speak. You should aim to sound more like your everyday speaking, not like you are reading a magazine article that someone else has written.

Aim for a conversational style of speaking, with pauses and changes in your tone of voice.

If someone else has written the script for you, take some time to adapt it so that it sounds more like you. This will have the greatest effect on your ability to speak to the camera comfortably and successfully.

TIP SEVEN

Stretch Before Exercise

Just like you would stretch before going for a run, you need to warm up for vocal cords and muscles for a few minutes before you start speaking live on camera – especially if you are recording first thing in the morning.

Hum, sing or recite your speech to warm up your vocals.

TIP EIGHT

Stay Energised

The camera magnifies what it sees, so if your energy level starts to flag, you will look doubly tired on camera. Keep a snack on hand to boost your energy levels.

Stay lubricated and drink water regularly to avoid dry mouth but avoid ice cold water

TIP NINE

Watch Those Hands

If you wave your hands in front of the camera, they will look comically huge and could cause the camera to re-focus on them – making your face a blur.

Keep your hands out of shot as much as possible.

TIP TEN

Minimize Presentation Length

The only thing worse than a long presentation in person is a long presentation during a virtual meeting.

Background information should be provided beforehand. If you need to present, use screen sharing to guide the conversation, so attendees can literally “be on the same page.” But prioritize conversation to maximize the time people are looking at each other.

10 TIPS TO PRESENT PROFESSIONALLY ON VIRTUAL MEETINGS

Any Questions? Please feel free to email:

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