

LIVE FROM THE LIVING ROOM

HOW TO PRESENT PROFESSIONALLY FROM HOME



We’re all getting used to working from home, and that includes virtual presentations. While a professional studio environment is ideal, there’s a lot that you can do to improve what you already have at home. We understand that not everything on this list will be possible for every presenter, but the more you can apply, the more impactful the message will be. *Note: We suggest rehearsing your presentation multiple times as you would for a live meeting. The more familiar you are with the material beforehand the smoother the presentation will go.*

OPTIMIZE YOUR HOME INTERNET

GIVE YOUR WI-FI ROUTER SPACE TO BREATHE

- Put it in “free space”
 - not in a TV stand or behind the couch
- Check and tighten all connections

MAXIMIZE THE CONNECTION

- Go wired from your router to your laptop
- If you have to use Wi-Fi, try and use 5GHz
- Wi-Fi works best 5ft - 8ft from the router
- Close out other apps on your laptop

GIVE YOUR OTHER DEVICES A REST

- Turn off other internet devices around the house
 - Streaming Devices
 - Tablets and Phones
 - Video Game Systems and Smart TVs

PLATFORM TIPS

PRE-EVENT

- Use templated slides for introductory information like contact information
- Have a script and a run of show
- Decide how to handle Q&A
 - Text only for large groups
- Moderator selected unmuting for small groups
- Practice! For multiple presenters, remember to practice handovers

DAY-OF

- Nominate someone to help get the audience properly connected by answering chat messages
- Have pre-canned answers to common questions so they can be cut and pasted into the chat box
- Have someone keeping time and remind presenters to stick to their window

PRESENTATION TIPS

LOCATION

- Be cautious of distracting noises like piles of paper, drumming fingers, squeaky chairs, cellphone alerts, barking, typing, etc.
- Choose a quiet space, away from distractions and away from others
- Put a “Quiet Please” sign on the door to the room

POSTURE

- Stand up during your presentation to mimic presenting on a stage
- Minimize movement as it can be distracting to the viewer
- Always look at the camera, not the screen

BACKUP OPTIONS

- Use computer audio for your main connection. Dial into the audio on your cellphone as a backup, but keep it on mute - try and avoid Wi-Fi Calling
- Print your slides and have someone else ready to share in case your computer fails
- Agree on a plan for what will happen if you can’t continue:
 - Backup presenter on the line
 - Change of topic
 - End the session and promise a recording later
- Don’t draw attention to technical glitches, most viewers won’t notice

MAKE THE BEST USE OF SPACE

LIGHTING

- From the front to light your whole face
- Avoid having your back to a window
- If you wear glasses, move the light or camera until the glare is out of your eyes
- Turn down the brightness of your monitor to reduce glare

AUDIO

- Use the best mic setup you have
 - in descending order of best performing:
 - Wireless Phone Headset
 - Wired Earphones
 - Webcam mic.
 - Laptop mic.

VIDEO

- Clean the lens!
- Position at eye level
- If you use your hands a lot when you present, frame the shot to include your hands
- Use a professional background
- Virtual backgrounds are available in some platforms, but be sure to test first
- Wear clothes that contrast with your backdrop