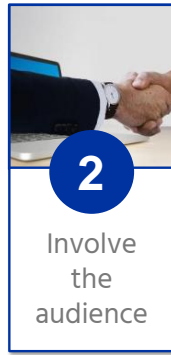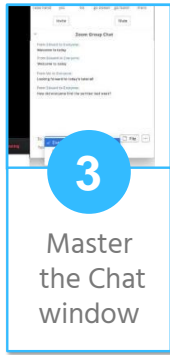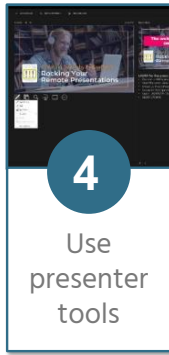# Rocking Your Remote Presentations Cheat Sheet
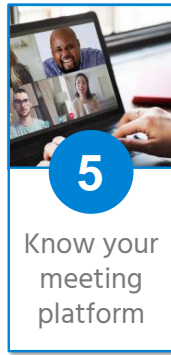
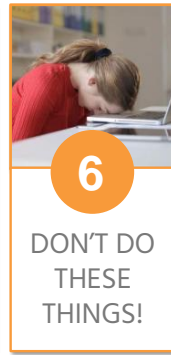**1** SMILE! You're on camera

2 Involve the audience

3 Master the Chat window

4 Use presenter tools

5 Know your meeting platform

6 DON'T DO THESE THINGS!

1 SMILE! You're on camera

People can see you even though you can't always see them. ¶ Keep your facial expression active, not relaxed. ¶ Practice vocal variety, such as changing pitch, tone, and speed. ¶ Tidy up your office space for an optimal online background, or use a folding screen to hide the mess. ¶ Use the camera to your advantage: lean in, do demonstrations, etc.

2 Involve the audience

Make it easy for your audience to ask and respond to questions. ¶ Raise Your Hand If… slides can show you how the audience feels in general. ¶ Asking and answering questions throughout your presentation keeps the audience engaged. ¶ Address people by name. ¶ Trivia contests are fun for the audience and let you see if people remember what you've talked about.

3 Master the Chat window

Encourage people to talk with you and with each other in the Chat window. ¶ Useful if people are shy or if there are too many attendees to unmute microphones. ¶ Use the Chat to share files and information with your audience. ¶ Create a document before your session that has all of your chat links so you can cut and paste your chat rather than typing it live.

4 Use presenter tools

Explore the tools available in the Presenter View in PowerPoint, Keynote, Google Slides, etc. ¶ Using the pen and laser pointer add interesting movement and activity to your slides. ¶ Changing the presentation to either a white or black screen then using the pen tool gives you an instant whiteboard or blackboard. Good for brain breaks!

5 Know your mtg platform

Practice using your meeting platform before going live. ¶ If you are the host, you can practice alone, create a pretend guest online, or invite friends and colleagues to workshop your presentation. ¶ If you aren't the host, take advantage of any practice sessions. ¶ Download trial versions of meeting software to get familiar with how it works.

6 Don't do these things!

Avoid using a lot of video, audio, animations, and active slide transitions, which can appear laggy for people with connectivity issues. ¶ Don't perform a monologue. ¶ Invite the audience to speak or ask your meeting tech to read questions to you. ¶ Simplify your slides, presenting a single idea on each one, using photos to illustrate ideas, and using clean design.

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