

T O P 10 Presentation DOs & DON'Ts ZOOM EDITION



BAD CAMERA POSITION

Do Instead: Prop up laptop or camera to make it eye level



NO TECHNOLOGY CHECK

Do Instead: Do a test run up to 24 hours before the presentation



READING FROM A SCRIPT

Do Instead: Only put the main point on the slide; practice to get familiar with the content



NOT LOOKING INTO THE CAMERA

Do Instead: Practice looking at the camera or place a note below camera as a reminder



NOT ELIMINATING DISTRACTIONS

Do Instead: Close the door and windows; ask co-habitants to be quiet



TALKING TOO FAST

Do Instead: Practice to reduce nerves and plan for about 2 minutes per slide



NOT ENGAGING THE AUDIENCE

Do Instead: Add activities like a poll or breakout rooms



BAD BACKGROUND

Do Instead: Relocate or reposition computer; use a virtual background



NOT REHEARSING

Do Instead: Be clear on the main message and the points you need to make; practice



TURNING OFF VIDEO

Do Instead: Keep your camera on as a way to connect with your audience