

 **Helpful Tips
for Virtual Presenters**

* **Dress for Success:** Choose a professional outfit that will not be distracting for viewers, i.e., avoid bold prints, patterns, and colors.
* **Lighting:** Make sure you have good lighting in the room that illuminates your entire face. Try one lamp, directly by your face, for even, steady lighting. Avoid sidelight or backlights. Don’t sit with your back to a window, which will make you into a silhouette. Instead, flip it, and face the window for soft, people-pleasing light.
* **Test your Webcam and Audio:** Use a good quality webcam and test your audio to ensure you are clear. Consider using headphones if your computer audio does not work as well.
* **Presentation Slides:** Follow the posted requirements for your session to stay timely. Use large font size (ideally 24 point or larger) on your PowerPoint and remove unnecessary verbiage where possible.
* **Eye Contact:** Make sure your entire face is visible, smile and maintain good eye contact with the camera.
* **Virtual Background:** Choose a location with minimal distractions in the background. The AccelEvents platform does not support virtual backgrounds so look for a location for your background that won’t be distracting to the audience.
* **Eliminate Noise:** Find a private, quiet location if possible. Silence your mobile phone, home/office phones and turn off any computer notifications.
* **Practice:** Do multiple practice run-throughs of your session and time yourself to ensure you are within the time-limit boundaries of your session.
* **Be Clear and Creative:** You can be as creative as you like but be sure your points are clear and concise.

**Additional tips for those scheduled as a pre-recorded presentation:**

* **Pre-Recorded Presentations:** Record your session via Zoom as an MP4. Consider using a virtual backdrop on Zoom; SOAP can supply a virtual background for your use. Practice to ensure a good flow, no technical issues, and ensure your recording is within the time limit.

For more tips and best practices on presenting research, view the [recorded SOAP webinar](https://amr.sharepoint.com/%3Av%3A/s/amrfiles/ERh689ohcmpCpnoNSckwY-kB6XdcLorrIA5dWRUYXkZYIA?e=MqdKFZ).