



VIRTUAL PRESENTATION – TIP SHEET

ORAL PRESENTERS

Practice and Prepare:

- Make sure your slides are in order and that any transitions, video clips, etc. work
- Ensure you can stay with the 15-minute time limit with 10-12 minutes of actual presentation time
- Please use your institutional virtual background for this event—for example: [Emory/Children's Institutional logo](#)

Check Equipment:

- Make sure your Wi-Fi or internet connection is secure
- Ensure your room is well lit and camera positioned properly
- Use earbuds or headphones to ensure good sound quality

Eliminate Distractions:

- Remove any distracting background clutter or images
- Silence cellular or other electronic devices
- Ensure people or pets will not be able to disturb you

Queue Your Presentation:

- You will be presenting and navigating your presentation using your computer and sharing your screen, so you will control your presentation
- We recommend you keep only your presentation slides open, that is, close as many windows as possible to ensure you will click on the correct window
- It is also recommended that you share your actual presentation and NOT your "Desktop/Screen" view
- Once you share your presentation, ensure it is in "presentation mode"
- Be mindful of the time limit and DO NOT EXCEED IT

Q&A:

- The moderator will read audience questions to you during Q&A (time permitting)
- If you are unable to address any audience questions during your Q&A, please address them directly in the Q&A box immediately following your talk