

# Virtual Meetings & Pitches

## Follow these simple steps to prepare for virtual meetings, pitches, and presentations

### Check your background

- Turn on your camera to see what's in view. Are you comfortable with what you see behind you on camera?
- Can you add a personal touch, like a special photo, book, or musical instrument to your background?

### Check your look

- Are you professional from the waist up?
- Have you brushed and checked your teeth?
- From the waist down, are you appropriate if you have to get up while on camera?

### Check your lighting

- Is there light illuminating the front of your face?
- Are the windows behind you closed so that you are not backlit?

### Check your posture

- Are you sitting or standing tall?
- Can you raise your camera lens to eye level so you don't have to slouch?

### Check your sound

- Is your laptop microphone sound audible enough?
- If you move around, do you need a wireless mic to keep the sound strong?

### Check your attitude

- Pause and breathe. Are you ready to show up as your best self? Why do you care about your topic or about your audience?
- Are you ready to speak with 100% intention?

### Check your material

- Are you prepared to speak up?
- What 2-3 points can you prepare to speak up about so you can contribute?

### Check your presentation

- Is your content well-organized for a virtual audience?
- Do you have audience engagement built in?
- Have you added a personal component to create community?
- Have you done a run-through to make sure everything works smoothly together and that you're comfortable with the platform and its tools?

**Want more tips for presenting virtually?**

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