

A Checklist for Virtual Presentations

Check your background

- Is your background free from distractions?
- Can you add a personal touch, like a special photo or book, to your background?

Check your Internet connection

- Are you close to your wireless router?
- Can you connect directly to your router through an ethernet cable?

Check your attire

- Are you dressed professionally from the waist up?
- 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 covered 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 the sound from your computer microphone audible to your audience?
- If not, do you need an external microphone to ensure high-quality audio?

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?
- Are your notes readily available and close to the camera lens?
- If using slides, have you practiced out loud with your slides?

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 and that you're comfortable with the platform and its tools?



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