



BEST PRACTICE FOR ONLINE EVENT PRESENTERS

Prepare: Write an agenda or timeline. Include key talking points.

Practice: Test your lighting, audio, internet connection before the event.

Think about your background: Try to provide a nice, plain background. Consider a virtual plain background to look professional.

Turn up early: Set your parameters for the session before the event begins (mute speakers, set chat function or change accessibility etc). Be ready for when your first guests arrive.

Prepare materials in advance: If you share content during the event, make sure the files and/or links ready to go before the meeting begins.

Dress to suit the audience: Dress the way you would for an in-person event. Avoid stripes and checks or noisy jewellery as these can be distracting.

Practice speaking to the camera and not to the screen: The audience will feel you are talking directly to them.

Mute your microphone: To help keep background noise to a minimum make sure your microphone is muted when you are not speaking.

Be mindful of background noise: Avoid activities that could create additional noise, such as shuffling papers.

Limit distractions: Turn off notifications and mute phone.

Think about your actions on camera: Yawning, stretching, movements can be distracting to viewers. Try to stay still and attentive.

Prepare attendees: Cover introductions at the start, give an overview of what will be presented, advise them on what functions are available for engagement and when.

Schedule one or more feedback breaks: Monitor the chat function and offer dedicated Q&A periods during the session to maintain engagement.