

Best Practices for Presenters

A Quick Best Practice Guide for Virtually Presenting

What to do BEFORE your Presentation:

- Strive to provide presentation materials to workgroup staffer and coordinator by close-of-business one week prior to meeting, if feasible.
 - **All presentation materials will be posted on the meeting calendar page for public accessibility.**
 - **Material related to a decision item MUST be posted one week prior to the meeting.**
 - Decide if you will be sharing your screen or would like the workgroup staffer to advance the slides.
- Disable email pop-ups (or close e-mail) for the duration of the presentation.
- Use “Presentation” view with Power Point presentations.
- Consider if animations are necessary
 - Will it be a distraction if unable to work as intended?
 - There may be lag time in slide advancement if internet connection is slow.
- Number your slides for easy reference
- Check computer for pending updates and restart if necessary.
 - This prevents avoidable interruptions during the presentation.
- **If possible, join the call a few minutes early to check your audio, share screen, etc.**

DURING the Presentation:

- **Please be mindful of time**, refer to the agenda for the allotted time for your presentation and discussion and what time your presentation should end
 - The staffer or coordinator will inform you when your allotted time is almost complete.
- The staffer or coordinator will alert you to questions and comments that are submitted in the “Chat” box.