

HOW TO BE AN **ENGAGING SPEAKER** DURING VIRTUAL EVENTS



HOW TO BE AN ENGAGING SPEAKER DURING VIRTUAL EVENTS

Being a dynamic online presenter takes practice. Connecting with a remote audience can be challenging, especially through a camera. Here are 8 tips to help you become an engaging speaker during a virtual event or webcast:



Learn the Content

Familiarity with the content allows a speaker to focus on presenting, rather than trying to remember the points to make. To minimize worry about forgetting elements of the presentation, include notes in your presentation file and have a printout of your script or talking points.



Practice Makes Perfect

Speakers should practice their content delivery in the environment in which they will deliver it, such as in front of a computer. Presenting alone to a computer can be awkward at first. To make speakers more comfortable, ask colleagues to sit in front so they can present to familiar faces.



Understand the Tools

Speakers should understand and utilize the content options available to them, to maximize the effectiveness of the presentation technology. It's important to know the basic functions of the software, e.g. how to advance slides, push out polls, manage Q&A or chats, before the presentation. A moderator can handle these tasks if the speaker is uncomfortable with them or prefers to focus solely on presenting.



Speak Up

Check audio levels before presenting, but also make sure to breathe at regular intervals to speak audibly and clearly. Maintaining a clear, even tone throughout the presentation will allow the audience to hear it without adjusting their volume settings.



Look at Your Camera

If presenting via video, remember, the webcam is your link to your audience. Make eye contact with the camera so it appears to the audience that you are speaking directly to them.



More is More

A single speaker can be highly engaging, but including additional speakers often provides a more conversational experience for the audience. Multiple speakers during a presentation can also make speakers feel more at ease.



Don't Fear Mistakes

Humans make mistakes, even during presentations. Realize that flubs happen and they won't derail your presentation – unless you let them. Just keep going in your planned presentation and remember, the audience is forgiving.



Be Prepared

During the presentation, have a glass of water nearby to sip as needed. Also, keep handy a printout of your slides or notes in case you need to refer to them.

LET'S TALK!

These tips will help you to be an engaging speaker during your next virtual event or webcast. **Focus on a few of these tips at a time to improve your presenting style as a virtual events speaker.**