CHECKLIST FOR ONLINE PRESENTATIONS / MEETINGS

On Your FEET.
present • pitch • persuade

BEFORE STARTING

- [ ] Download the latest version of video software e.g. Zoom
- [ ] Check environment / background e.g. remove any clutter
- [ ] Check lighting - don't sit in front of window
- [ ] Check webcam position - are you at eye level?
- [ ] Check your audio + camera are working

BEGINNING PRESENTATION

- [ ] Welcome everyone
- [ ] Go through agenda / running order of presentation
- [ ] Suggest when might be appropriate for Q and A

DURING PRESENTATION

- [ ] Ensure to interact around every 5-7 minutes
- [ ] Check for understanding regularly e.g. is this making sense? Are you with me?
- [ ] Use of the word "you" - keep this very regular so that they feel involved

CLOSING PRESENTATION

- [ ] Flag that you are about to close
- [ ] Check for any final questions
- [ ] Establish next steps
- [ ] Thank everyone for their time