

CHECKLIST FOR ONLINE PRESENTATIONS / MEETINGS

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 4-6 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