

**EUROKONGRESS**

Congress + Event + Exhibition Management

# Tips & Tricks for Speakers

Easy tips for your successful online presentation!

# 1. Preparation



**Check your internet connection and, if possible, use a wired internet connection rather than Wi-Fi.**



**Rehears your tone.**

A monotone voice for the duration of the presentation may lose the audience's attention.

Get to know different methods for voice relaxation and breathing exercises to improve your tone. You might find helpful tips in this [manual](#) as well as in this [video](#).

## 2. Technology



### **Connect a headset to your device.**

The microphone will highlight your voice and blend out background noise for the audience. The headphones will also help reduce background noise for yourself, so that you can hear potential questions and remain focused.



### **Mute your cell phone and if necessary other phones around you to avoid distraction.**



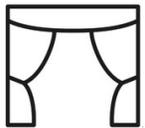
**Close all other programmes on your device to avoid disturbing push notifications during your presentation.**

### 3. Set-Up



#### **Be mindful of your lighting.**

The light source should always be in front of you, otherwise it will cast shadows on your face. However, avoid direct sunlight as it casts sharp light beams and shadows.



**Create a calm atmosphere around you and if possible, use a neutral background.**

### 3. Set-Up



**Adjust the height of your device so that your camera is on eye level.**

A bookshelf, an ironing board, books or boxes could be handy.

If you are wearing glasses, you can avoid light reflection in your glasses by adjusting the camera above eye level.

### 3. Set-Up



**Now that the camera is on eye level: keep “eye contact” with your audience.**

Look directly at the camera, not the screen. A little sticky note with an arrow next to your camera can be a great reminder.



**Stand up!**

This will ensure more dynamic presentation and give you a fuller voice.

### 3. Set-Up



**Please dress accordingly.**

Avoid patterns and too many colours as this may causes flickering.



**If you wish to prevent a shiny face, you can use face powder.**

It is available in various skin tones and even without colour. You can easily apply it with a brush pad.

## 4. Structure of your presentation



### **Start with a „soft“ introduction.**

This is important as the audience is missing the typical „warm up“ during a conference (small talk, shared coffee breaks, etc.).

You can do so with following ideas:



Greet the audience and introduce yourself.



Shortly present your schedule: duration, content and purpose.

The strategy “tell, tell, told” may be helpful: first, tell them, what you will be talking about. Then, tell them, why it is worth listening to your presentation. Hold your presentation and last but not least, sum up shortly what you have told them.

## 4. Structure of your presentation



**Another way to keep the attention of the audience is to ask one or two questions right before you start your presentation.**

The answers to those questions are part of your presentation, but the participant has to listen closely to answer them. At the end, you can present stated questions with the right answers. This way, the participants can test themselves and will stay focused in order to answer all questions correctly.

With this invitation to a playful self-test the audience will stay focused during your presentation.

## 5. Procedure of your presentation



**Stay enthusiastic, even though the big stage and spotlights are missing.**

Capture and hold the attention with your voice and your dynamic presentation.



**Caution:** since every participant is sitting in the “first row” watching you, facial expressions and gestures are now even more visible than before.