



1

A COUPLE OF NOTES BEFORE WE DIVE IN

- Now is a good time to close other applications open on your computer.
- We are recording this session.
- If I get disconnected, I will rejoin the meeting.
- If you get disconnected, please do the same.



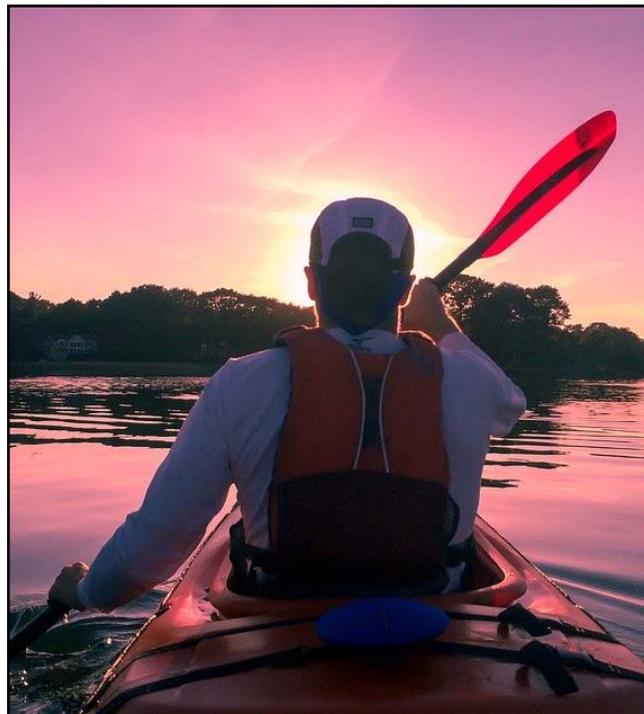
2



PROGRAM OBJECTIVES

1. Use a story map to plan a presentation or meeting.
2. Create a framing statement and expectations statement.
3. Discuss various options for creating and using speaker notes.
4. Determine the roles and support needed to execute a presentation.
5. Leverage PowerPoint's voice-to-text tool.
6. Follow best practices for appearing professional on camera.
7. Set the tone for a presentation or meeting.
8. Use words and modeling to get the desired interaction level.
9. Maintain control by creating a strong narration track.
10. Use verbal and nonverbal cues to guide people's eyes and hands.
11. Adhere to best practices when handling questions.
12. Use a range of tools for creating interactions.

3



A LITTLE EXPLORING

1. What is your biggest challenge giving presentations virtually?
2. What have you learned on your own (through reading, research or trial and error) about giving good virtual presentations?
3. What do you hope to get out of this session?

4



MY ROLE . YOUR ROLE OUR GOAL

My job is to share best practices for presenting virtually.

Your job is to participate, ask questions, and challenge me.

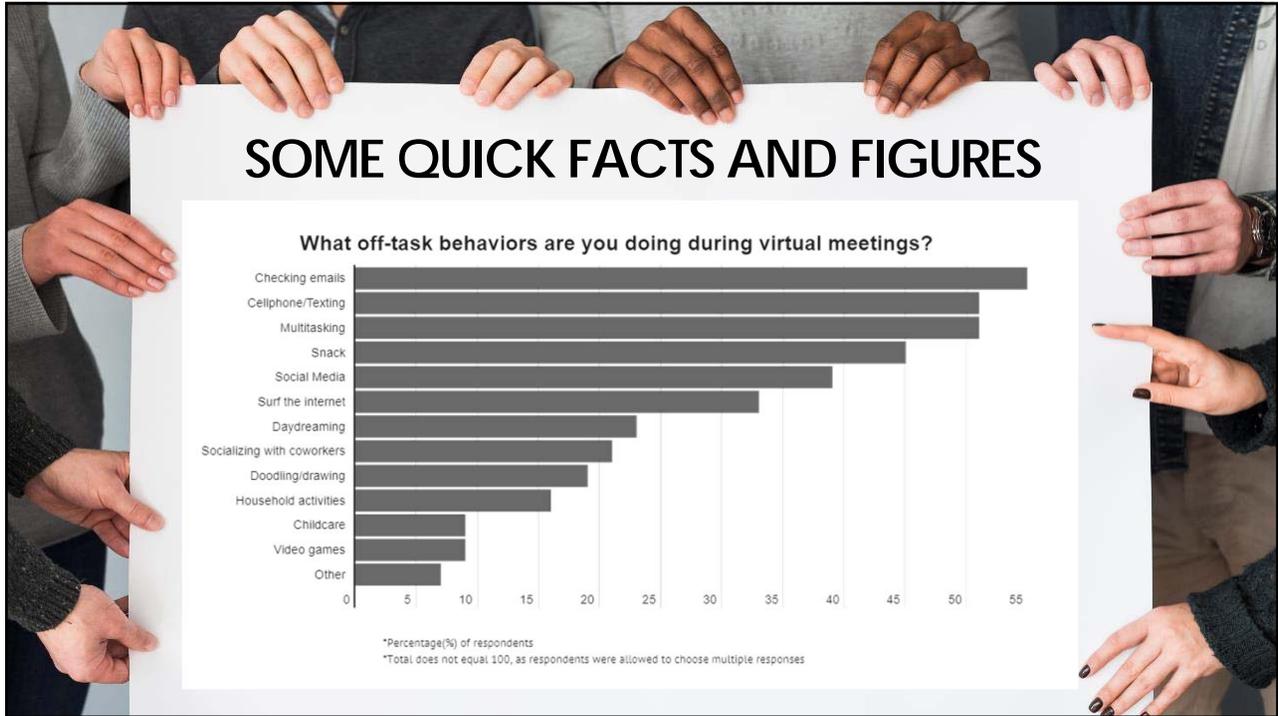
Our goal is to make you better presenters using a virtual platform.

5

HOW COMFORTABLE ARE YOU?

1. **Totally Comfortable** – I could teach this class!
2. **Somewhat Comfortable** – I've run virtual meetings before, and I'll figure this out.
3. **Neutral** – I don't have much experience, but I'll try anything.
4. **Apprehensive** – I can see a lot of ways a virtual meeting could go South.
5. **Hesitant** – I'd rather not be on camera or in charge.

6



7



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OUR PLAN

- Planning a Virtual Meeting or Presentation: From Framing Statements to Engagement Levels
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9



PLANNING

Just as a good in-person meeting requires planning, to run an effective virtual meeting, you'll need to **prepare**.

You'll also need to **perform** and **pattern interrupt** to **pull in** your meeting participants.

10



PREPARATION

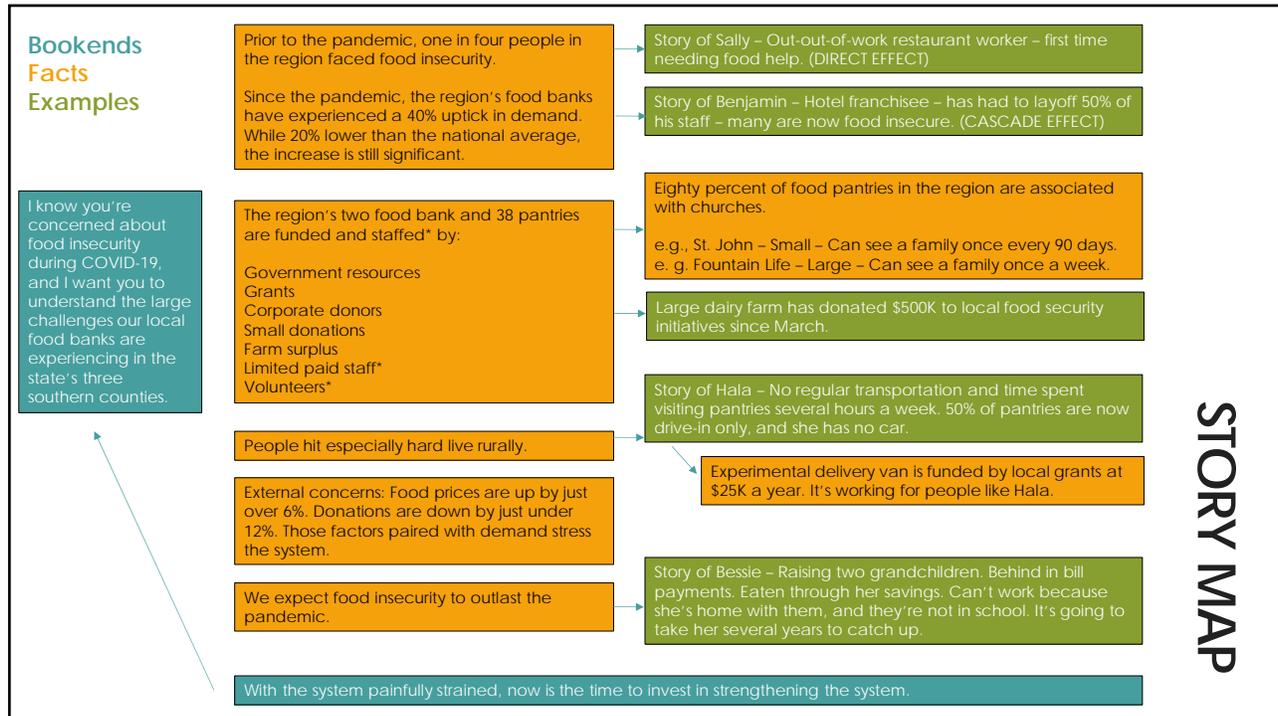
Know **what** you want to accomplish during your meeting and **how** you want it accomplished.

11



A STORY MAP CAN HELP YOU ZOOM IN AND ZOOM OUT

12



13



REPEAT YOUR MAIN MESSAGE THREE TIMES

AT THE BEGINNING, IN THE MIDDLE, AND THE END

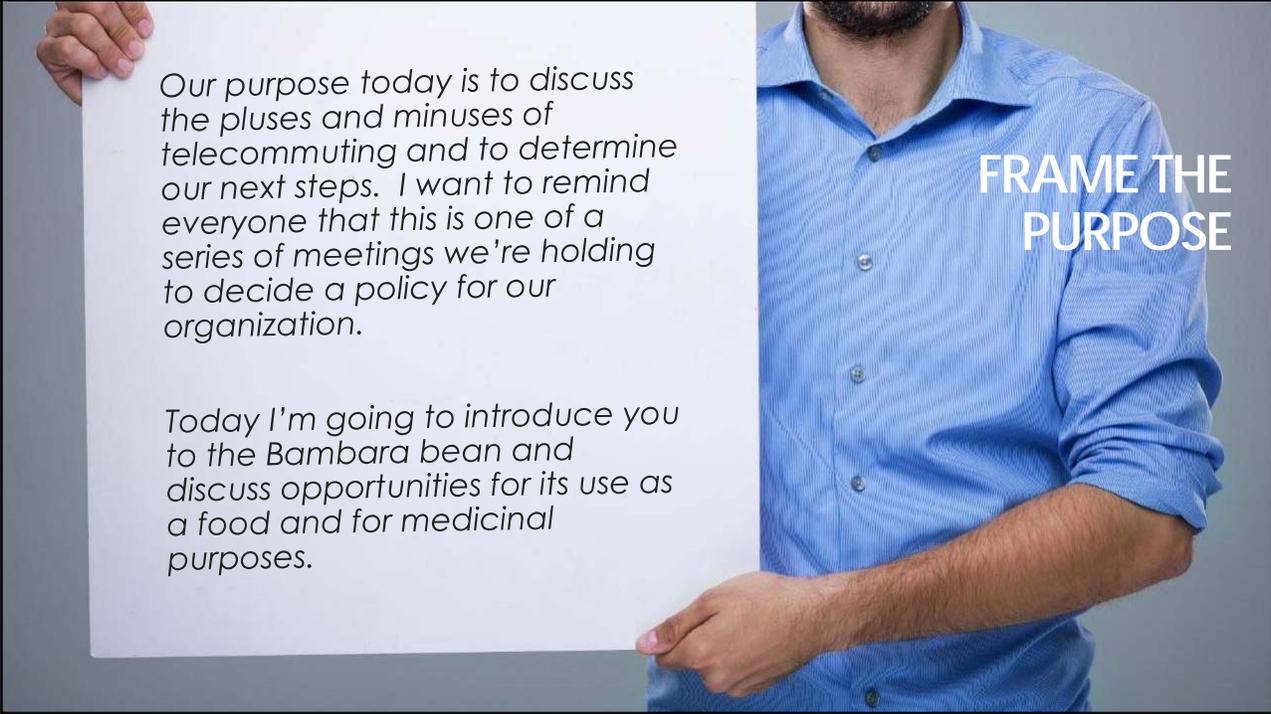
14



A QUICK NOTE ABOUT SLIDES

If you are giving a presentation that relies on slides, DESIGN IN BLACK AND WHITE FIRST.

15



FRAME THE PURPOSE

Our purpose today is to discuss the pluses and minuses of telecommuting and to determine our next steps. I want to remind everyone that this is one of a series of meetings we're holding to decide a policy for our organization.

Today I'm going to introduce you to the Bambara bean and discuss opportunities for its use as a food and for medicinal purposes.

16



NARRATE YOUR EXPECTATIONS

Think through what you want, and create an expectations statement.

If you don't, they'll do whatever they think makes sense, and that may not be what you want.

17

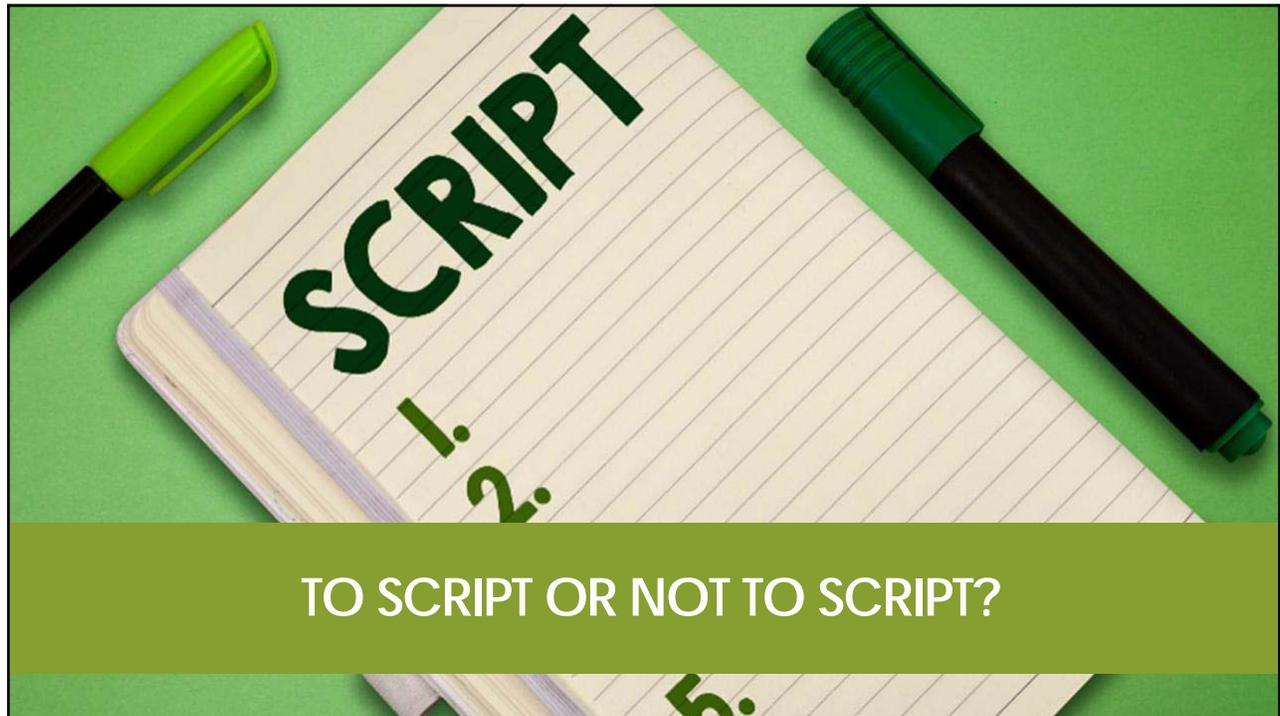


STATE EXPECTATIONS

I am going to speak for about 12 minutes. Please make a note of any questions as I'm talking. I will take as many as I can after I conclude.

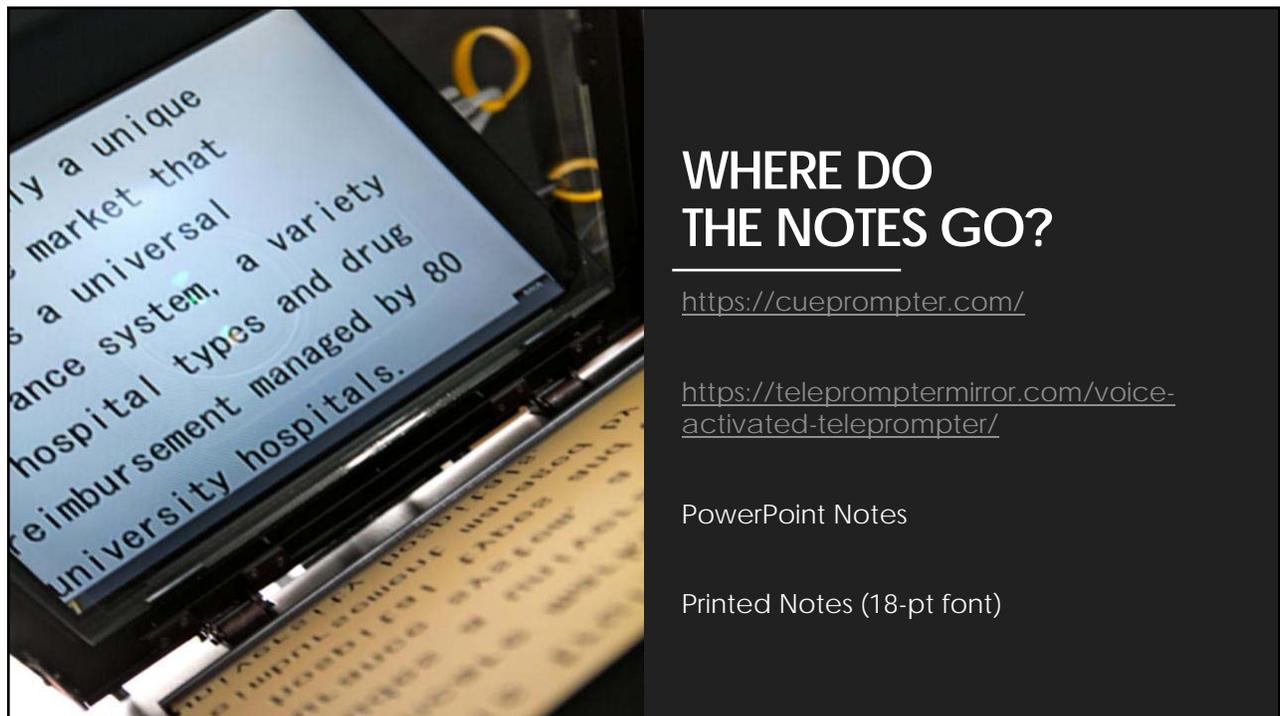
My presentation is somewhat informal. As I'm moving through the material today, feel free to stop me and ask questions.

18



TO SCRIPT OR NOT TO SCRIPT?

19



WHERE DO THE NOTES GO?

<https://cueprompter.com/>

<https://telepromptermirror.com/voice-activated-teleprompter/>

PowerPoint Notes

Printed Notes (18-pt font)

20



HAVE AN AGENDA AND ASSIGN ROLES

If you want other people to own parts of your meeting, you'll want to assign them a part in advance.

To keep everyone on track, include an agenda, handout, or some other roadmap people can follow.

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IT CAN TAKE A VILLAGE

Producer
Tech Troubleshooter
Chat Monitor
Other Speakers

23



CONSIDER HAVING A REAL-TIME MINUTE TAKER

24



25

TAKEAWAYS

- 1**
Know your goal for your meeting or presentation and create a story map.
- 2**
Think through what you want people to do during your time together.
- 3**
Use framing statements to explain your purpose and use them more than once.
- 4**
Narrate your expectations and provide a roadmap.
- 5**
Assign roles to people and machines.

26



OUR PLAN

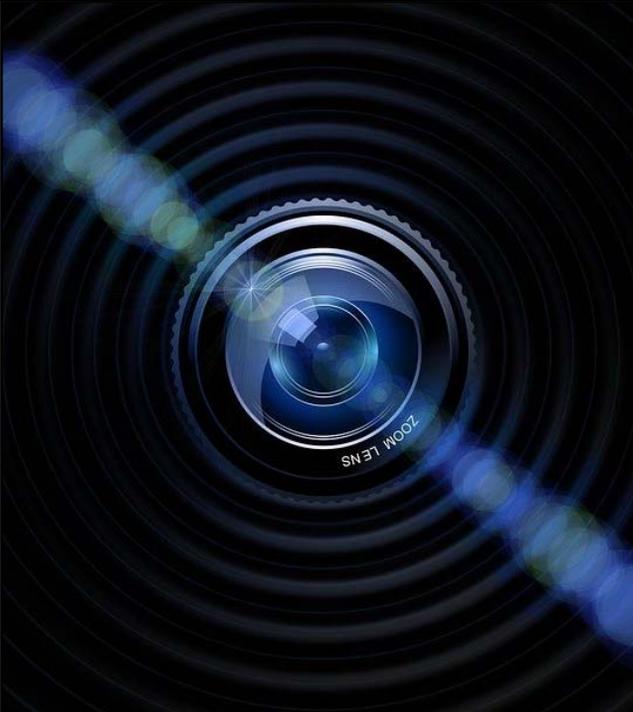
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TO CAMERA OR NOT TO CAMERA THAT IS THE QUESTION

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CAMERA OPTIONS

- The Built-In Camera
- External Camera
- Your Phone (iVCam)

29

iVCam

Why buy a webcam since you already have a Mobile Phone or Pad?

iVCam turns your **Phone/Pad** into an **HD webcam** for **Windows PC**, which has a much better quality than most webcams and is compatible with all webcam-enabled applications. Replace your USB webcam or integrated webcam now with your Phone/Pad! It's also a perfect baby monitor, spy-cam, security camera and pet-cam.



Scan to download the mobile app



Download Windows Client Software:



Download for
Windows



Mirror
Download



PURCHASE
PC Client software

Download #1:  x64, x86 | Download #2:  x64, x86 | Version: 6.0.1 |  Windows 7 / 8 / 10
NOTE: To avoid driver installation problems, KB3033929 must be installed on Windows 7 64-bit.

CONVERT YOUR PHONE TO A WEBCAM

<https://www.e2esoft.com/ivcam/>

- Touch-up features
- Better quality than most built-in cameras
- Mirroring feature

\$9.99 (Free Trial Available)

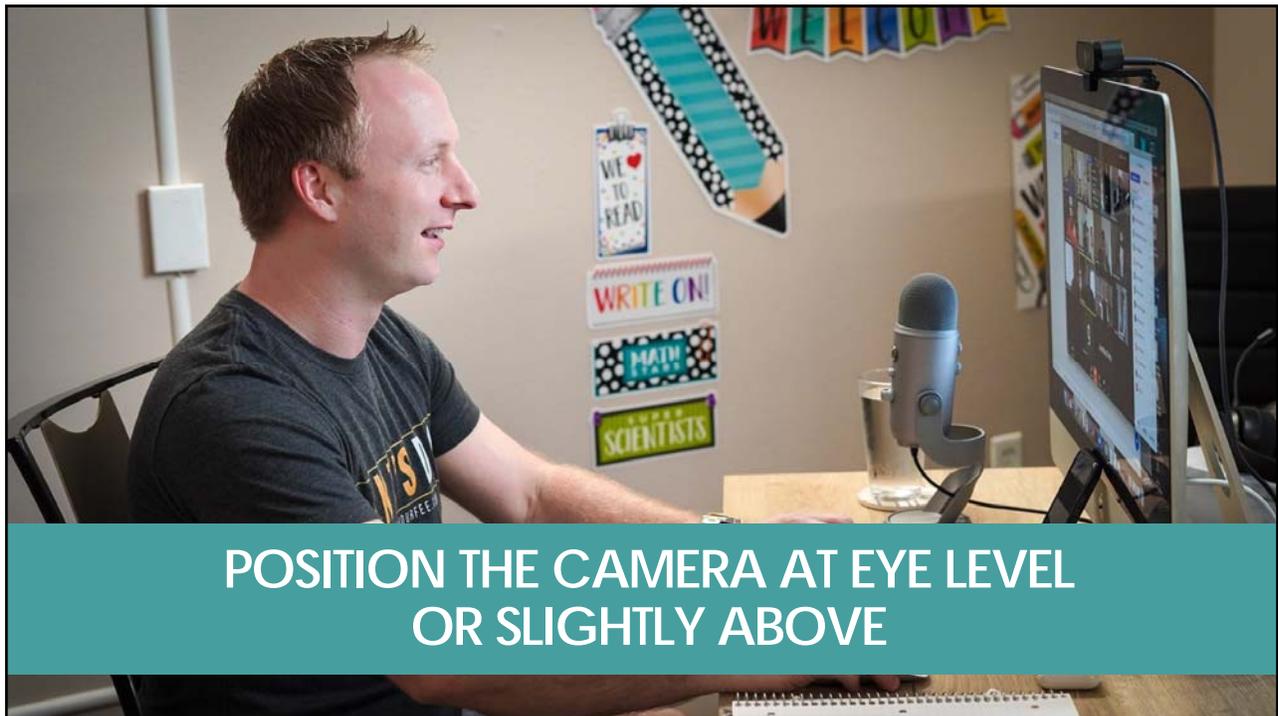
Warning: Set your phone to "do not disturb" when using.

30



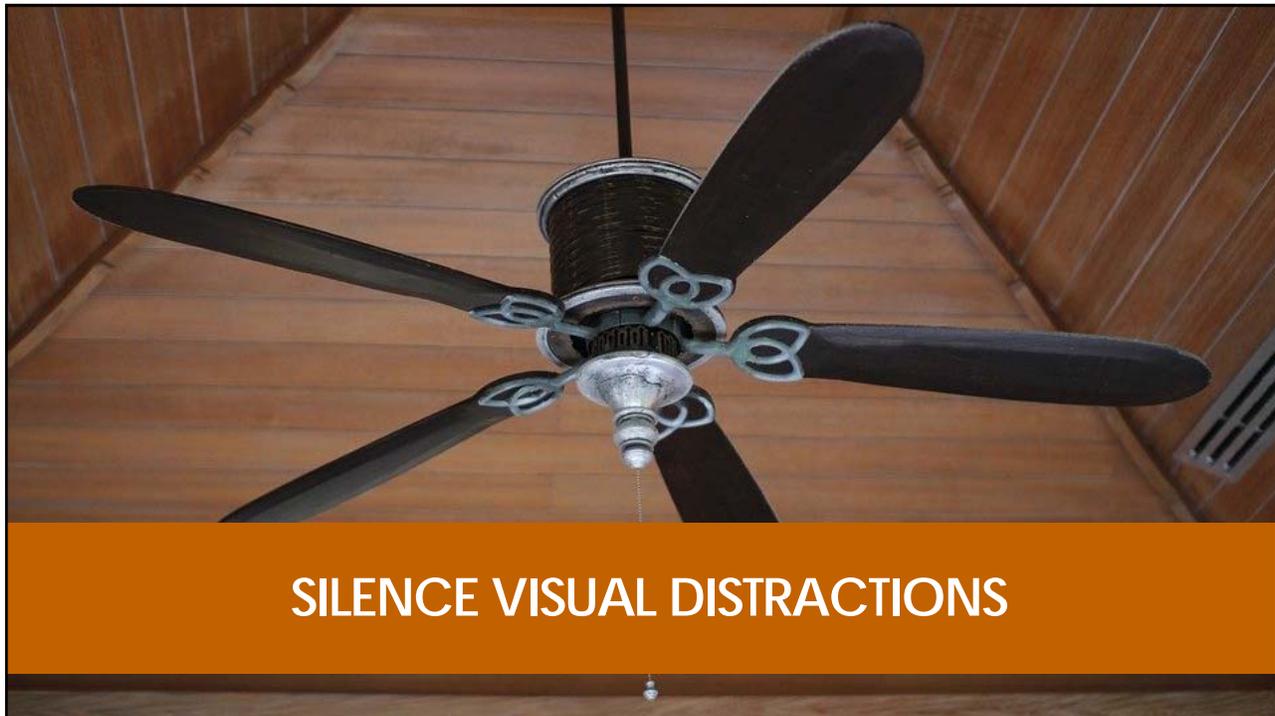
**STABILIZE THE CAMERA
(LAPTOPS SHOULD NOT REALLY BE LAPTOPS)**

31



**POSITION THE CAMERA AT EYE LEVEL
OR SLIGHTLY ABOVE**

32



33

ebay Shop by category Search for anything All Categories Search Advanced

eBay > Cameras & Photo > Lighting & Studio > Background Material Share

Portable Green Screen Background Photography chromakey Backdrop US Stock ,

US STOCK
FREE SHIPPING

SALE

4+

\$32.99
Free Shipping

ebay MONEY BACK GUARANTEE

Qty : 1

Buy It Now

Add to cart

Make Offer

Watch

or Best Offer

Get it by **Fri, Oct 16 - Tue, Oct 20** from California, New Jersey, United States

- New condition
- 30 day returns - Free returns

**Ideal for using as background for portraits and products. Easy to set up, set up reversible.*

Sold by [leaps3 \(11\)](#)
100.0% Positive feedback
[Contact seller](#)

USE A GREEN SCREEN IF YOUR SPACE IS UNSUITABLE

<https://www.ebay.com/i/313147142376?chn=ps&mkevt=1&mkcid=28>

Similar Items

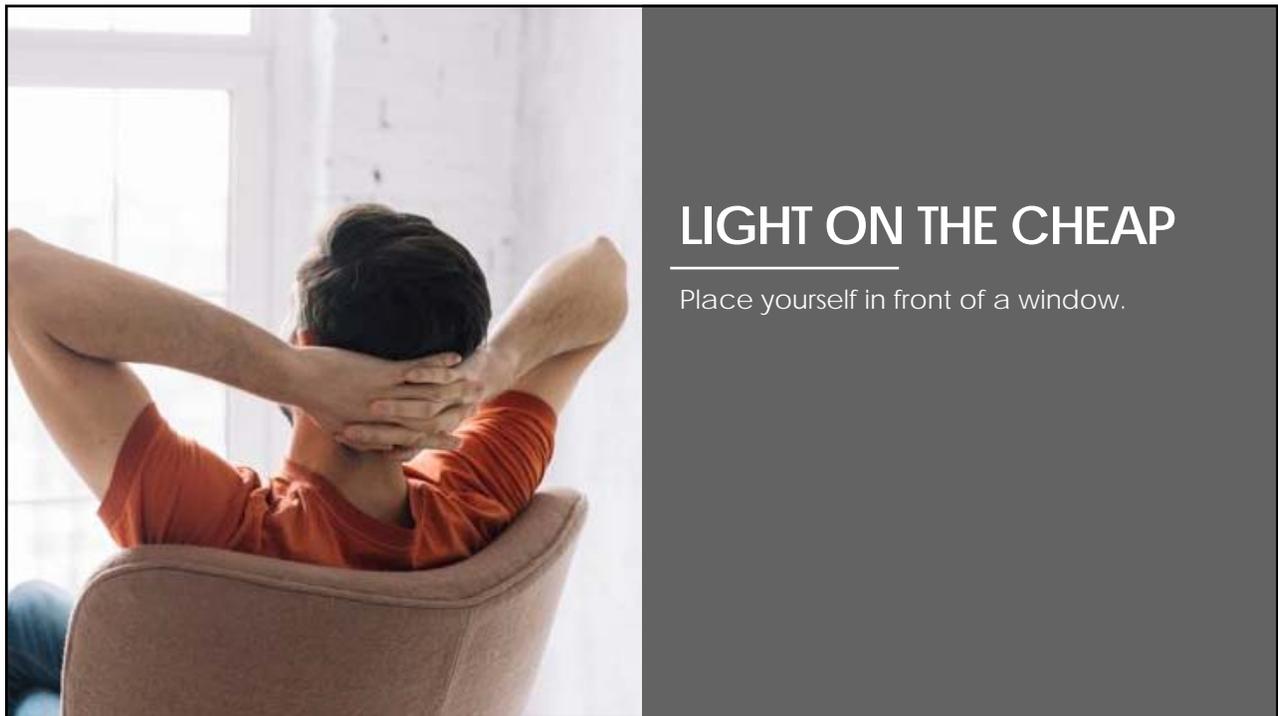
34



THE RIGHT LIGHT

The strongest light should be on your face.

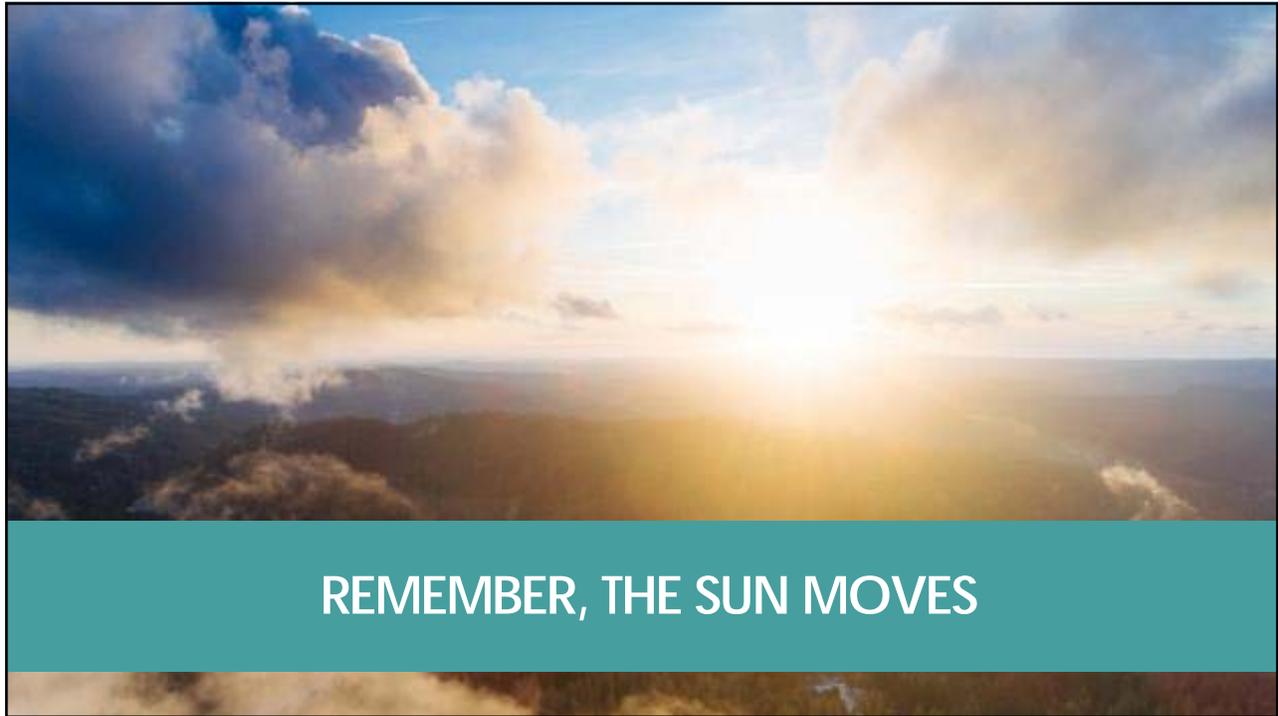
35



LIGHT ON THE CHEAP

Place yourself in front of a window.

36



37

A product image of a ring light on a tripod. The ring light is illuminated and mounted on a black tripod. To the left, a smartphone is mounted on a smaller tripod, displaying a group photo. To the right of the ring light, there are three smaller circular icons showing different light colors: blue, yellow, and red. A control panel with a USB port and buttons is connected to the ring light.

RING LIGHT

<https://www.amazon.com/Tripod-YouTube-Makeup-Desktop-Brightness/dp/B07JX79GBS>

\$18.99

38



A white, rectangular Verilux Happy Light therapy device is shown at an angle. The device has a large, glowing white screen in the center. The brand name "verilux" is printed in the top left corner. At the bottom center, there is a circular icon with three curved lines inside, representing a light or signal. The device is set against a white background.

HAPPY LIGHT

<https://www.amazon.com/Verilux-HappyLight-Therapy-Adjustable-Brightness/dp/B07TD96K5T>

\$39.99

39



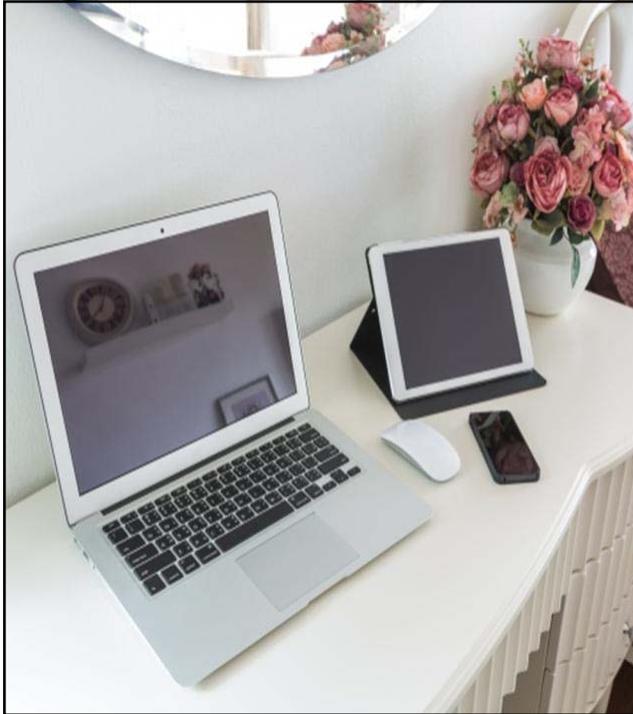
A laptop screen displays a video conference. The main window shows a woman with glasses and a black blazer speaking. Three smaller windows show other participants. A hand is visible in the foreground, holding a pen and pointing towards the laptop. A glass of dark liquid is on the desk next to the laptop.

PULL BACK

The farther away the camera, the easier it is to feign eye contact.

Hint: position your camera over your face panel.

40



DO YOU SEE WHAT I SEE?

If you are using slides, invest in a tablet or laptop and connect to the meeting a second time.

You will then be able to see what others see when you share slides and never have to ask, "can everyone see this?"

41



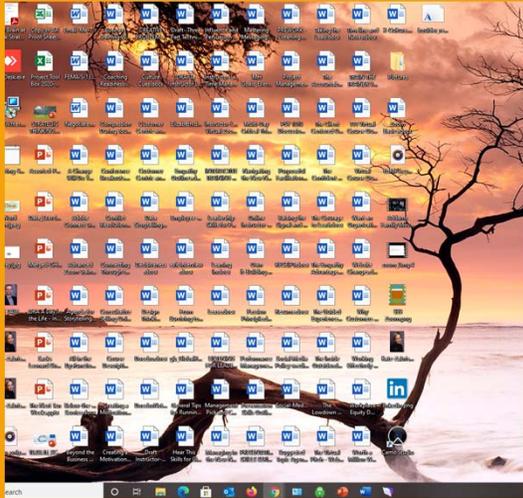
OPTION TWO

Quickly confirm what others see by asking for visual feedback.

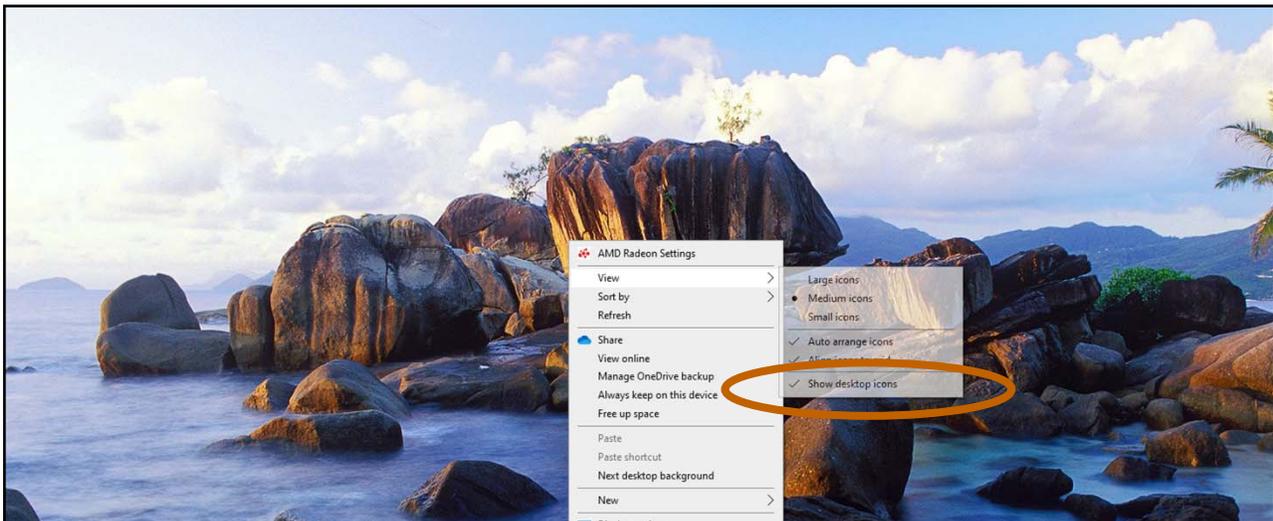
If you can see the PowerPoint I've just shared, please give me visual or digital thumbs up.

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SHARE FROM A CLEAR DESKTOP



43

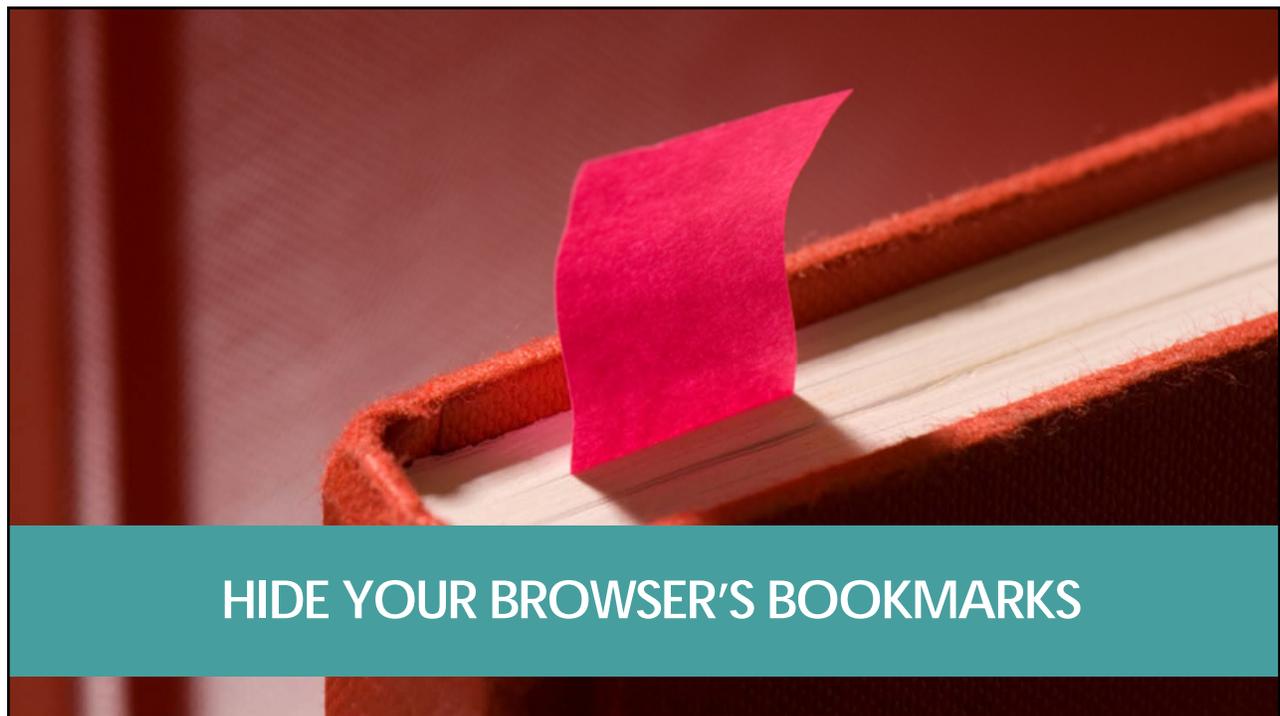


WHEN OPERATING FROM ONE SCREEN...

44



45



46



47



48

ROOM RATER

1

2

3

4

5

Sierra Spain

REST & RECHARGE
CHANGE SHEETS TWICE A WEEK

CORONAVIRUS PANDEMIC
NYT: PRESIDENT WAS SLOW TO ABSORB SCALE

CORONAVIRUS PANDEMIC
NYT: PRESIDENT WAS SLOW TO ABSORB SCALE

49

DIAL UP YOUR ENERGY

50



**TO GIVE UP PEOPLE A SENSE OF EYE CONTACT,
LOOK AT THE CAMERA FROM TIME TO TIME**

51



**GIVEN THE CHOICE, WOULD YOU WANT THE OTHER PEOPLE
IN THE MEETING ON CAMERA? WHY OR WHY NOT?**

52



COMMUNICATE THE EXPECTATION IN ADVANCE

53



CONSIDER USING PICTURES OF SMILING PEOPLE

54

TAKEAWAYS

1

Use your camera and position it appropriately.

2

Light your face and remove any visual distractions from your area or desktop.

3

Use a secondary machine to see what others see and serve as a backup.

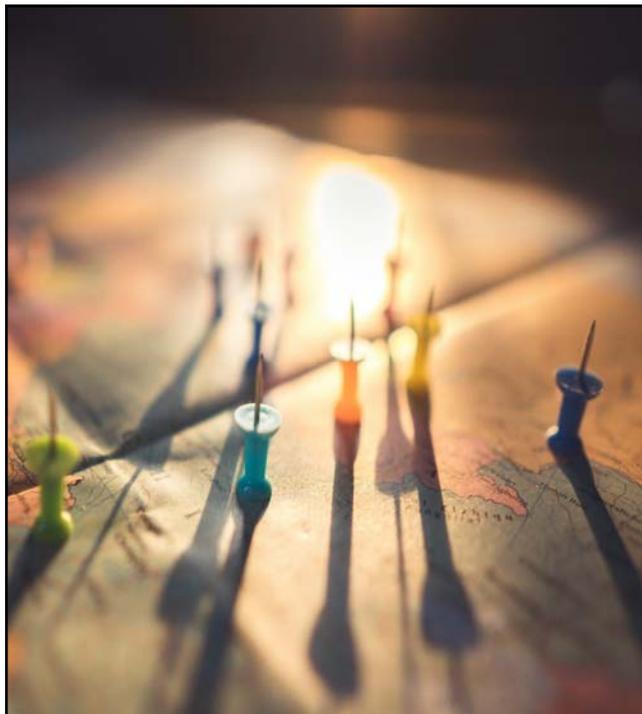
4

Dial up your energy and "make eye contact" from time to time.

5

If you want other people on camera, ask for it.

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56

ARRIVE EARLY



57



HAVE SOMETHING FOR EARLY BIRDS TO DO

If you have early arrivals, keep them busy. The last thing you want them to do is check out because nothing was happening.

58

START ON TIME AND PLAN FOR LATE ARRIVALS



59



PROVIDE A
BRIEF ORIENTATION
NOT A RECAP

60



MODEL

Show people what you want them to do.

61



FORCE ENGAGEMENT

Ask attendees to identify what's important on an agenda.

Ask some other multiple-choice question.

Confirm the agenda.

62

TAKEAWAYS

1

Arrive early.

2

Have a soft start planned.

3

Plug late arrivals into the meeting with a quick summary.

4

Model what you want to see.

5

If you want engagement, force it.

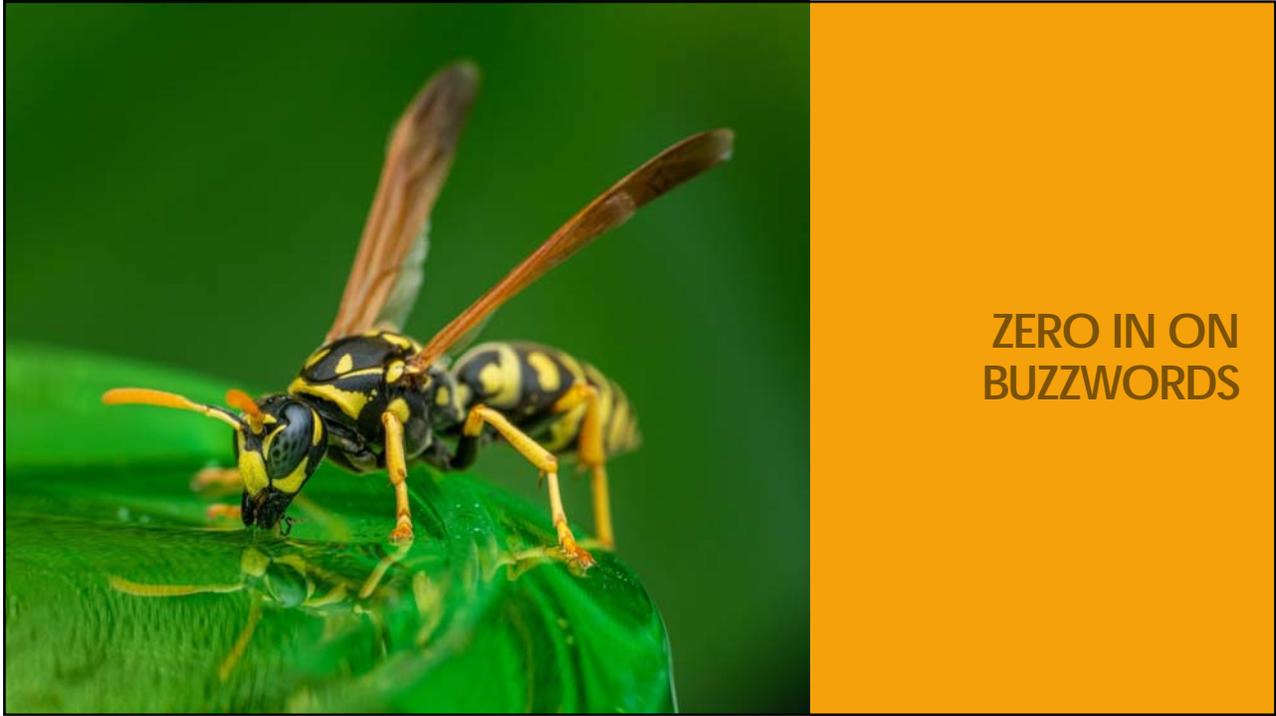
63



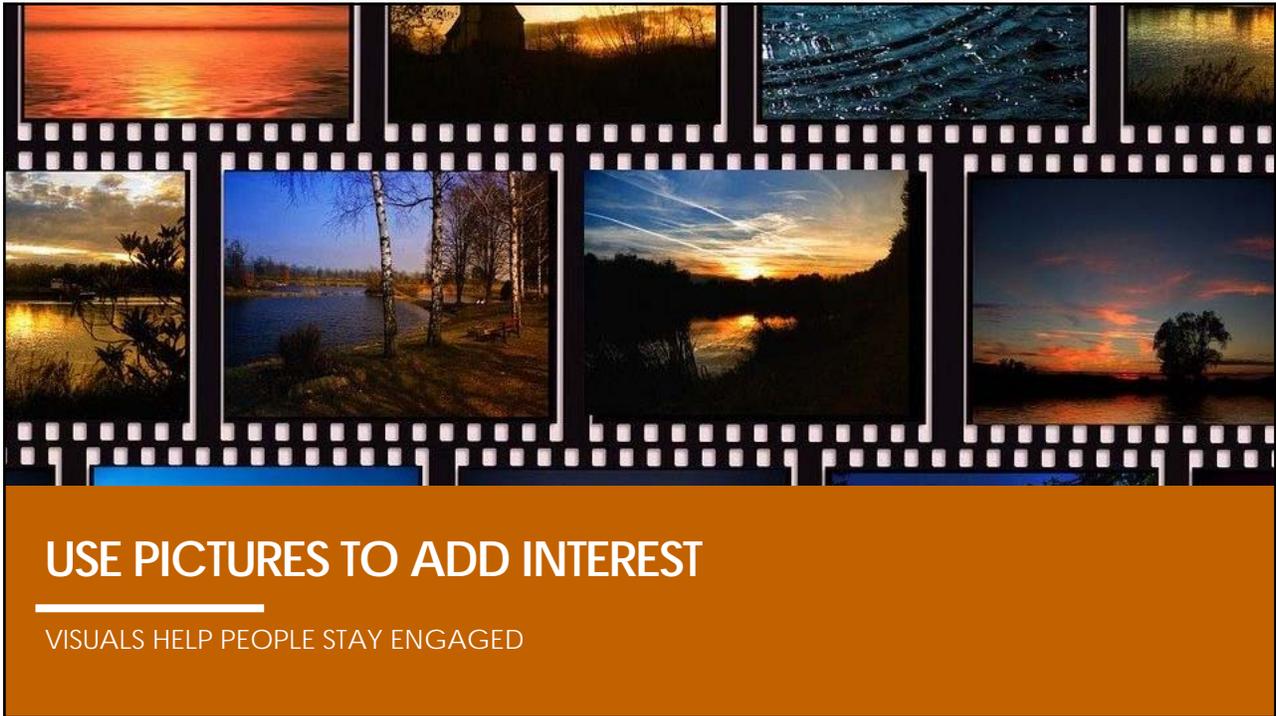
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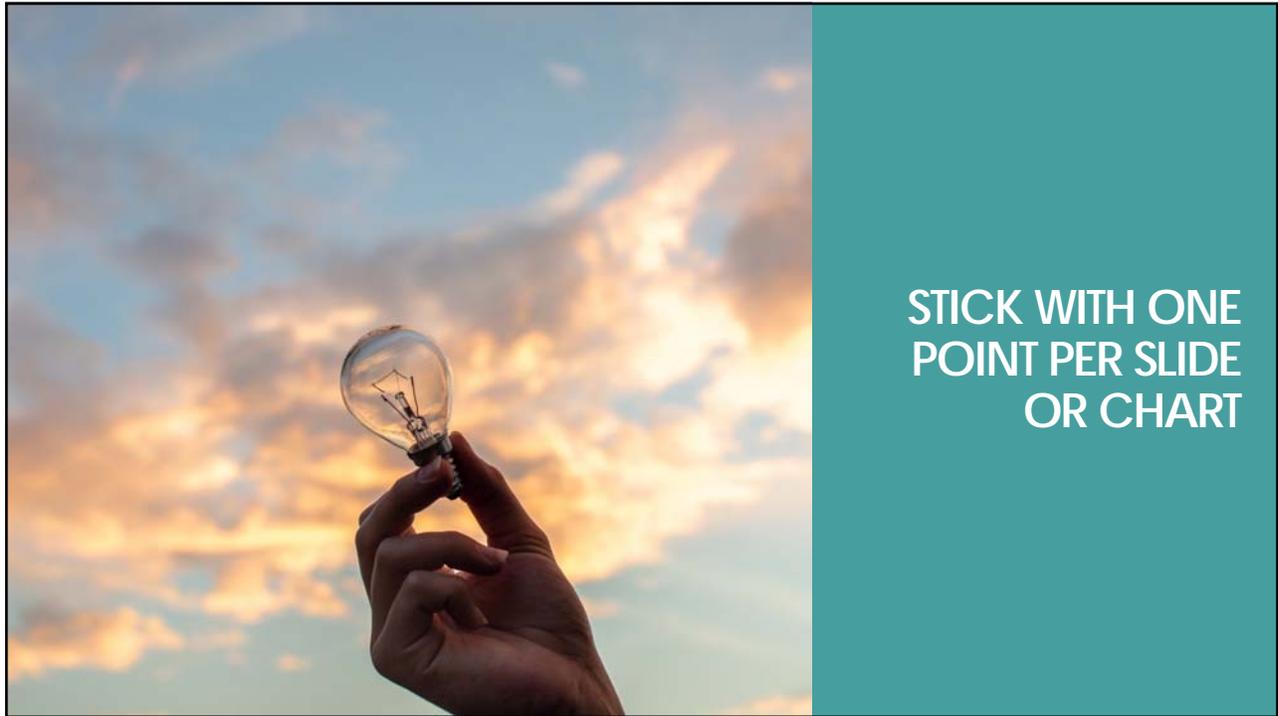
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65

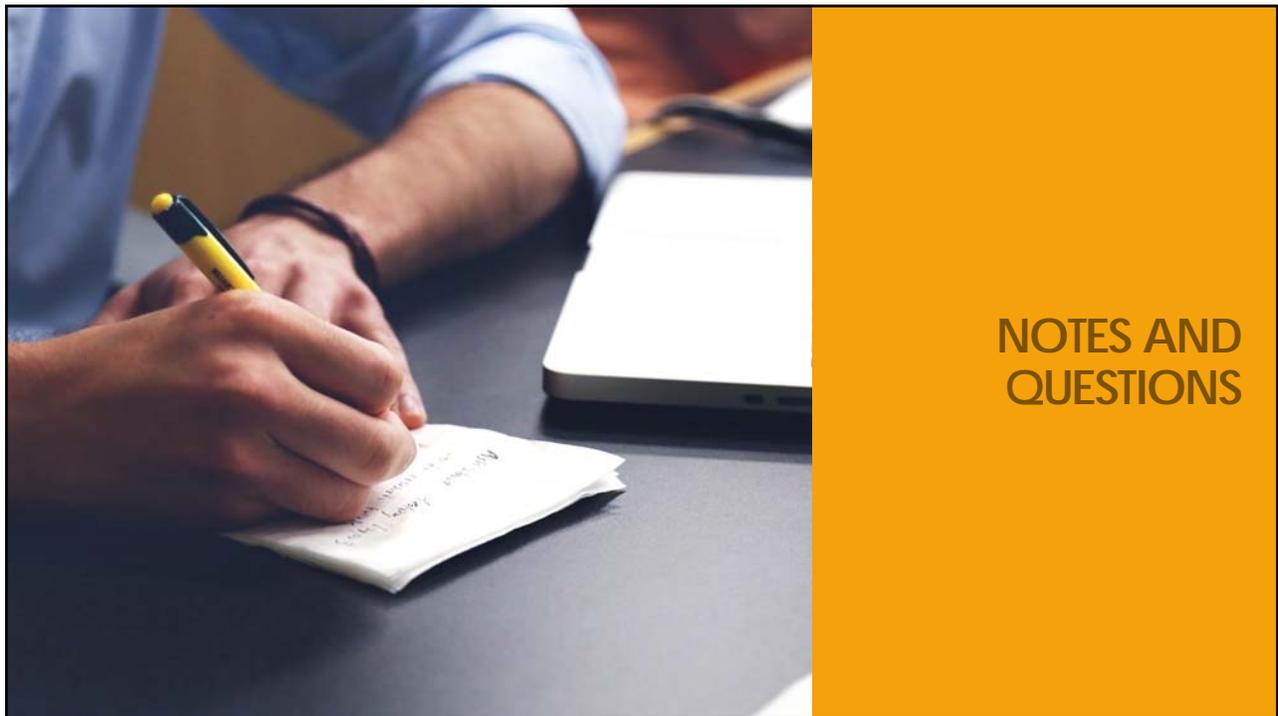


66



**STICK WITH ONE
POINT PER SLIDE
OR CHART**

67

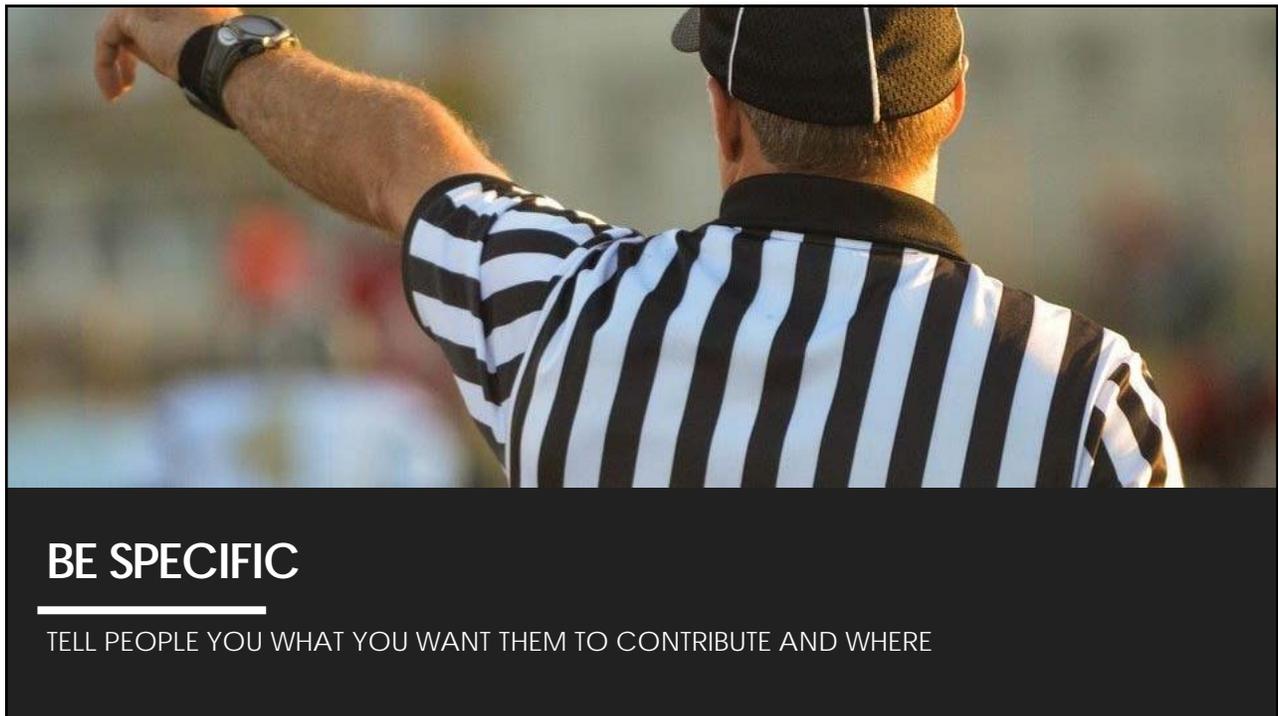


**NOTES AND
QUESTIONS**

68



69



70



ANSWER STACK AND GIVE PEOPLE WARNING

"JOHN, IN AFTER I TALK TO THIS SLIDE, I'D LIKE YOU TO WEIGH IN WITH YOUR OPINION. KERRY, YOU MAY ALSO WANT TO CHIME IN."

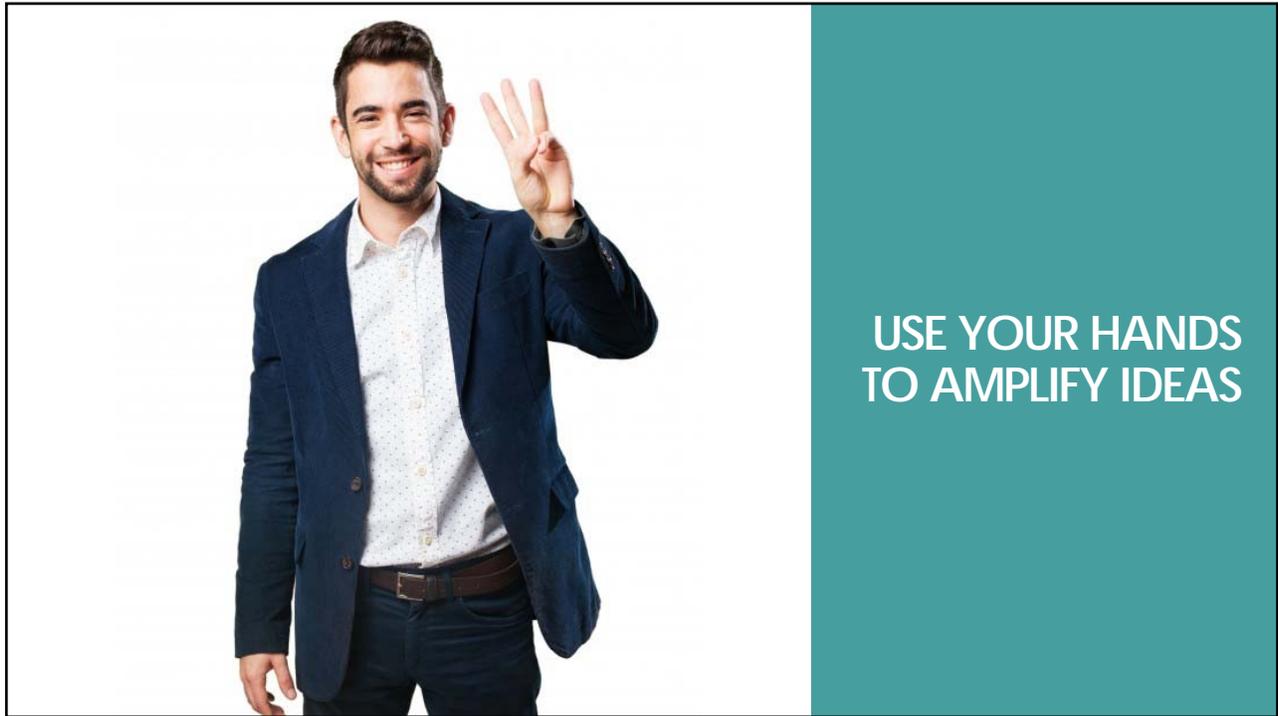
71



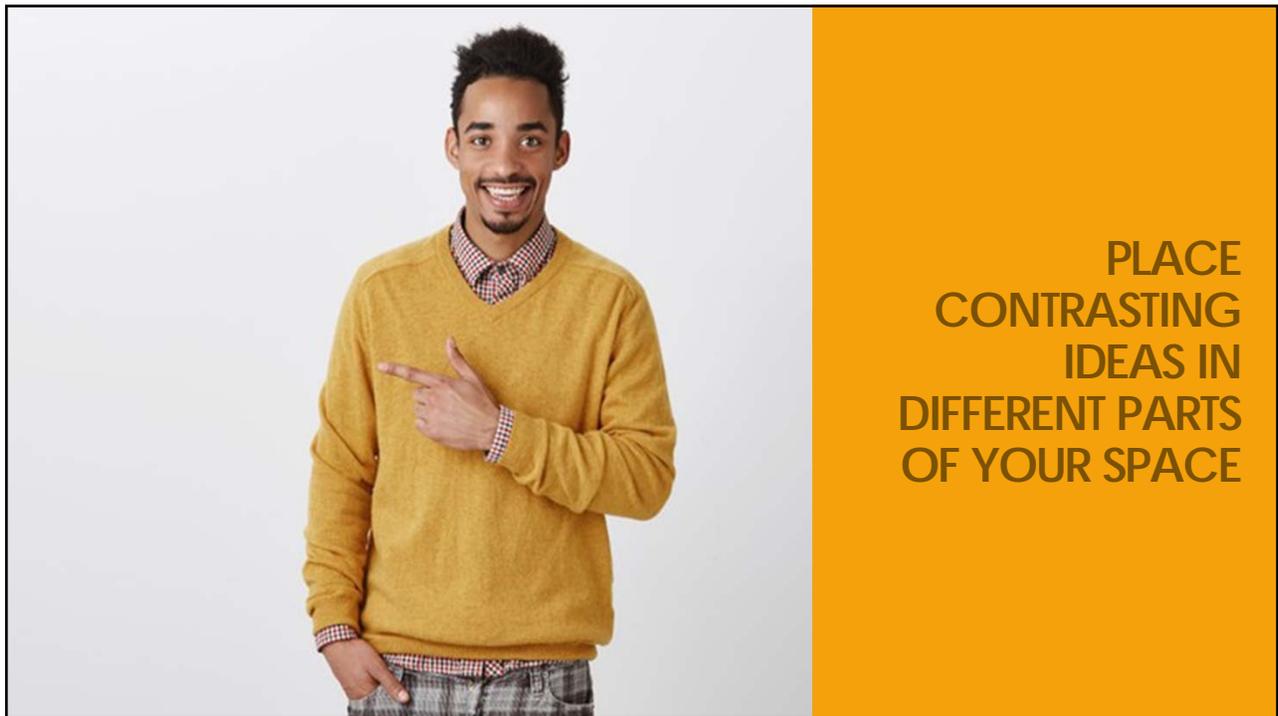
USE YOUR WORDS TO FOCUS OTHERS

ON THIS SLIDE, LET ME DRAW YOUR ATTENTION TO THE RED POPPY ON THE RIGHT

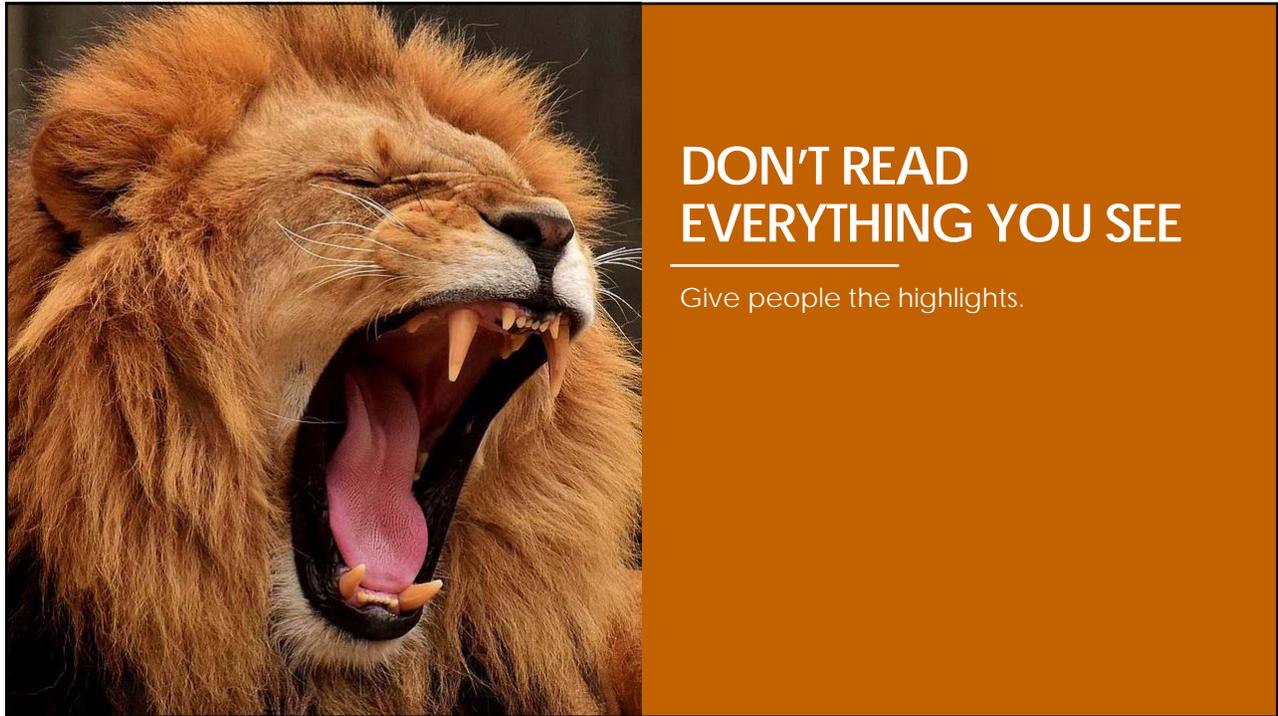
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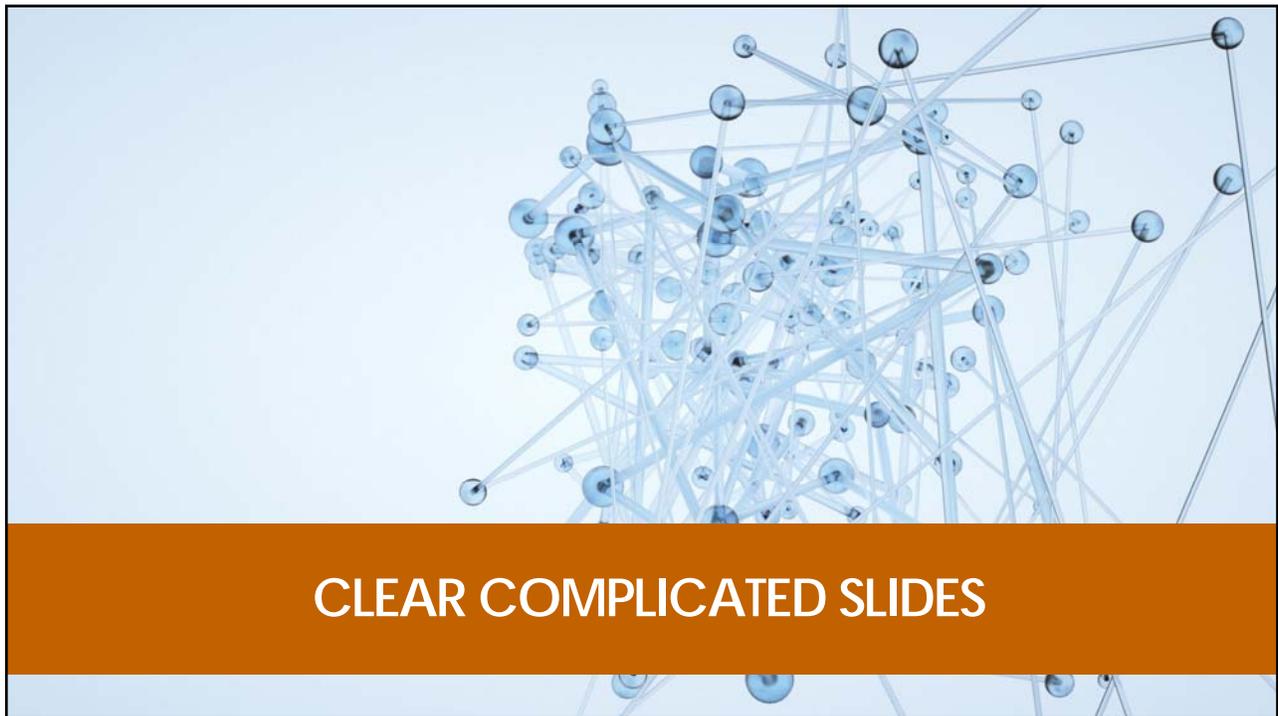
73



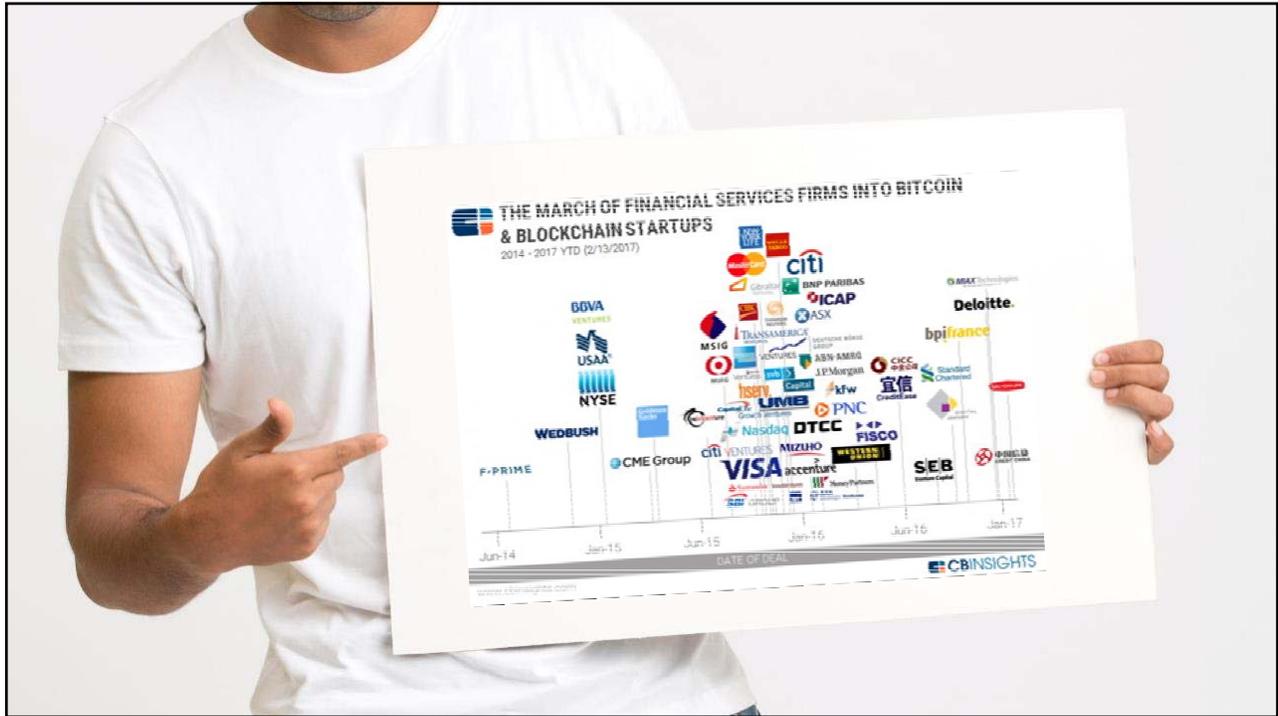
74



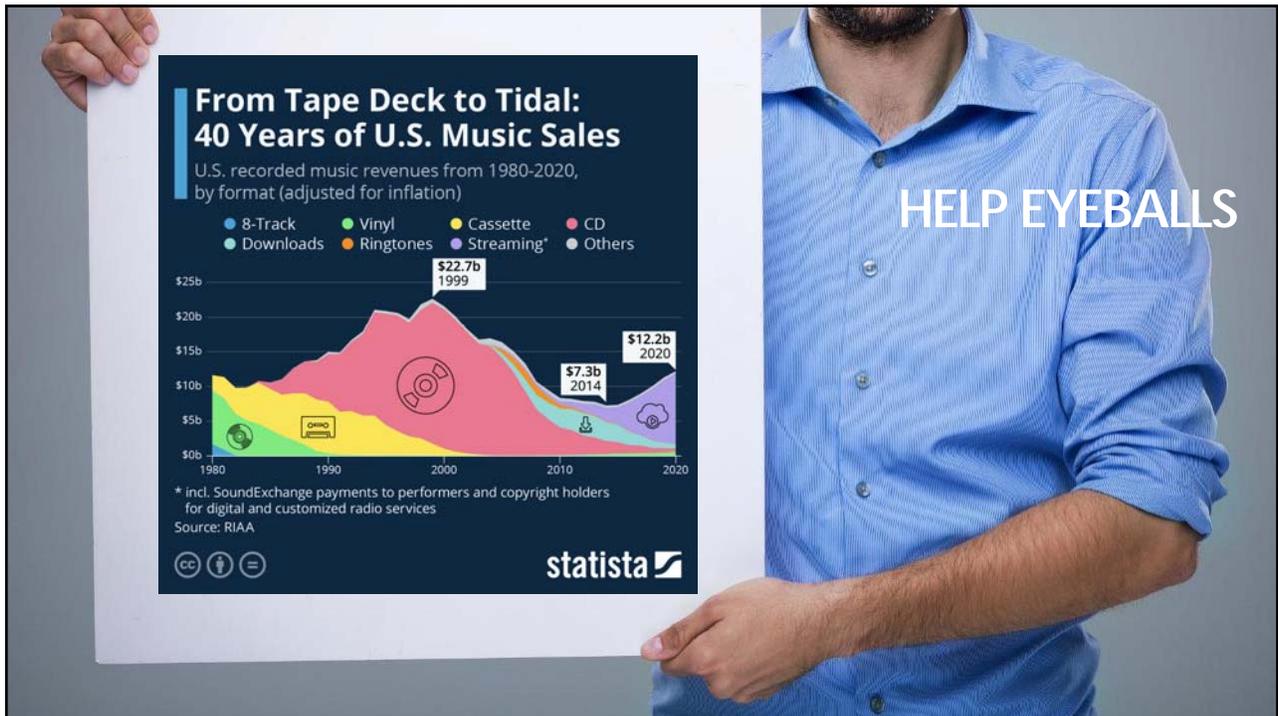
75



76



77



HELP EYEBALLS

78



AVOID APOLOGIES

DON'T POINT OUT YOUR MISTAKES

79



USE VARIETY

1. Chat box
2. Polls
3. Virtual hand raising
4. Annotation tools
5. Audio responses
6. Visual responses

80



EXTERNAL TOOLS

- Jamboard
- Miro
- Mural
- Google Slides

81



**Questions
Answers**

GETTING Q & A RIGHT

82



THE RESPONSE FORMULA

TITLE LAST NAME, thank you for the question: REPEAT THE QUESTION.

ANSWER THE QUESTION.

TIE BACK TO MAIN POINT IF POSSIBLE.

83



REDIRECT MISINFORMATION

I'm so glad you asked/said REPEAT STATEMENT.

Many people I've encountered over my XYZ years have told me the same.

They are often surprised to learn that CORRECT INFORMATION.

84

TAKEAWAYS

- 1 Repeat your key words and main points.
- 2 Stick with one story per slide or chart.
- 3 Guide people's hands and eyes.
- 4 Use nonverbal cues to emphasize your points.
- 5 Repeat questions before answering them.

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GOOD POINTS BAD POINTS RECOMMENDATIONS

What do you like?
What do you not like?
What would you recommend?

87



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TOP TAKEAWAYS

Actions to Avoid
Actions to Adopt

97



STAY CONNECTED

<https://www.linkedin.com/in/kate-zabriskie-a4b353>

Find me on LinkedIn.



LinkedIn

The LinkedIn logo is displayed in white text on a blue square background.

98

What is your biggest challenge giving presentations virtually?

What have you learned on your own (through reading, research or trial and error) about giving good virtual presentations?

What do you hope to get out of this session?