**Giving Online Presentations**

- Simplify your slides. Each web conference platform has its own way of displaying slides. Avoid technical hassles by designing simple, easy-to-read slides. Place text in the center instead of at the edges of the slides because they may not display correctly on your audience's screens. Also, consider creating high contrast slides—they are easier to read for your virtual audience.
- Test your microphone and video before your presentation so you can fix any technical issues before hand.
- Try not to have a cluttered background. This can be distracting for your audience. You may also use an appropriate virtual background for your presentation.
- Dress appropriately! No pajama tops, please!
- Make sure you have good lighting so your audience can see you clearly.
- Try and wear headphones as this helps reduce background noise.
- Try and engage your audience by asking questions or soliciting comments/feedback.
- Practice your presentation ahead of time!