



NORTON ROSE FULBRIGHT

Be an outstanding virtual presenter

Keya Dasgupta

Learning & Development Director

How to be an outstanding **virtual** presenter

3 tips for being a more interesting than your audience's Inbox



Focus

- set a clear objective
- provide a content roadmap
- use simple and uncluttered slides
- limit duration to 30-45 minutes

Connect

- build in discussion, e.g. icebreakers, closing thoughts
- make eye contact with your camera
- listen: check for understanding, ask questions

Inspire

- use facial expressions and hand gestures to reinforce messaging
- voice: pause, vary your pitch, pace and volume
- incorporate storytelling

Contact Learning & Development for 1:1 support

- slide reviews
- advice on structure, creating interaction
- presentation rehearsals

Virtual team meetings: top 10 best practices for chair

1. Create a level playing field
2. Prepare – agenda, objective
3. Select the most effective technology for the circumstances
4. Plan for technology troubleshooting
5. Assign meeting roles – chair, minute taker, timekeeper, devil's advocate
6. Clarify meeting protocols – names, type of discussion
7. Discuss use of 'mute' function
8. Facilitate
9. Connect people
10. Confirm follow-up communications

