

# Prepare for delivering a remote presentation by doing the following:



1. Set up your space



2. Minimize distractions



3. Dress for success



4. Prioritize your audio



5. Practice (and bring a backup plan)



6. Remember the audience

Images: Photo of Desk, Cristian Dina, Raka Miftah, Nicholas Githiri, Nancy Duarte



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**SET UP YOUR SPACE**

# Don't let your immediate surroundings hinder your presentation.

If you have a second monitor, or a television you can connect via HDMI cord, do so: two screens will allow you to view your audience on one screen (the screen you face) and your content on the other.



Clear off your desk, so that you only have the essentials: water bottle, mouse, keyboard, and paper copy of your presentation just in case. Do what you can to avoid playing with pens or shuffling paper nervously.



Use a simple background like a blank wall, a bookshelf, or bold colours. You can also hang a sheet behind you to create a home-made greenscreen (it doesn't have to be green) for virtual backgrounds!



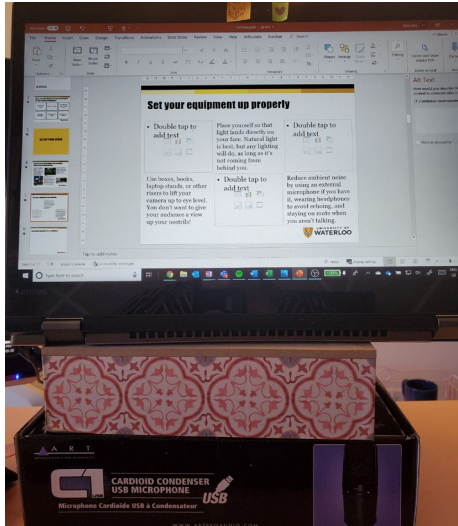
Images: [Photo of Two monitors](#), [Green Screen](#), [Photo of Desk](#)



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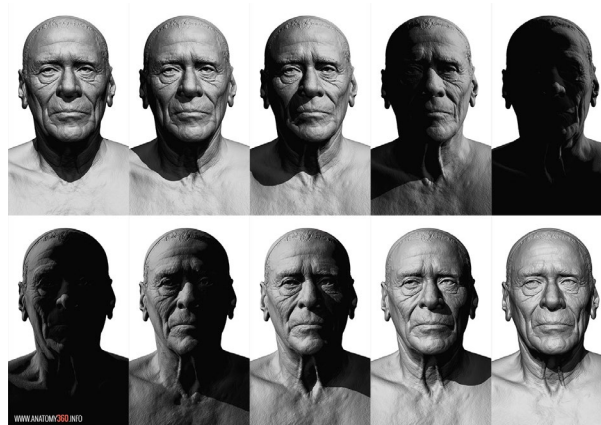
# Set your equipment up properly



Place yourself so that light lands directly on your face. Natural light is best, but any lighting will do, as long as it's not coming from behind you.



Use boxes, books, laptop stands, or other risers to lift your camera up to eye level. You don't want to give your audience a view up your nostrils!

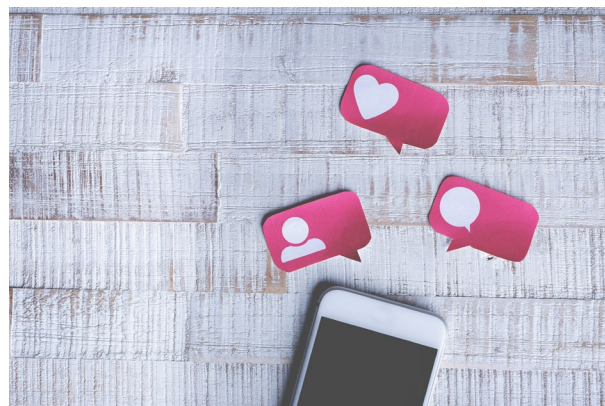


Reduce ambient noise by using an external microphone if you have it, wearing headphones to avoid echoing, and staying on mute when you aren't talking.

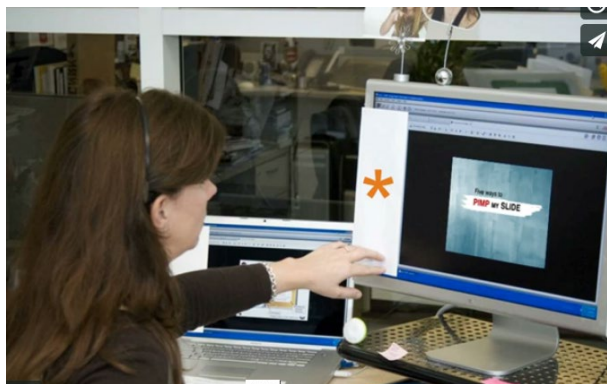
**MINIMIZE DISTRACTIONS**

# Remove distractions before they become a problem

If there's a live chat that you don't have to interact with as you present, make sure someone else is keeping an eye on it and hide it from view – even if it takes taping a piece of paper on your screen.



Do your best to warn your family or roommates that you need to be undisturbed. However, most audiences should be understanding should a random human pop up in the screen, considering lockdown requirements.



Close any programs that send you notifications (like your inbox) and turn your phone over so you can't see the screen (and mute it, of course!).



**DRESS FOR SUCCESS**

# Wear what makes you feel good, but consider the following:



Wear something that's comfortable to sit in and doesn't require frequent adjusting. Simple (or no) patterns and a bold pop of colour show up best on camera!



Avoid wearing watches, jewelry, or clothing that make noise when you move or rest your arms on your desk or chair.



Just because people can't see your legs doesn't mean you don't need to wear something: a skirt, dress, or trousers can make you feel more professional and authoritative! (Also, imagine if you need to stand at any point!)



**PRIORITIZE AUDIO**

# Deliver an engaging vocal performance to keep your audience listening.

Although you can hope that your audience will remain focused on the meeting screen, they're likely to divert their attention elsewhere, so draw their attention back with signals like "This is really important" or "Let's take a look at this graph on screen"



Images: [Andrea Piacquadio](#), [Nicholas Githiri](#)

simple

Depending on your bandwidth, your audience's internet speeds, and the program you're using, large images, gifs, and videos may not work well. Keep your visuals simple.

Change up your tone and volume to keep your audience engaged. If you can't stand while presenting, sit up straight to open your chest and diaphragm for better breathing!



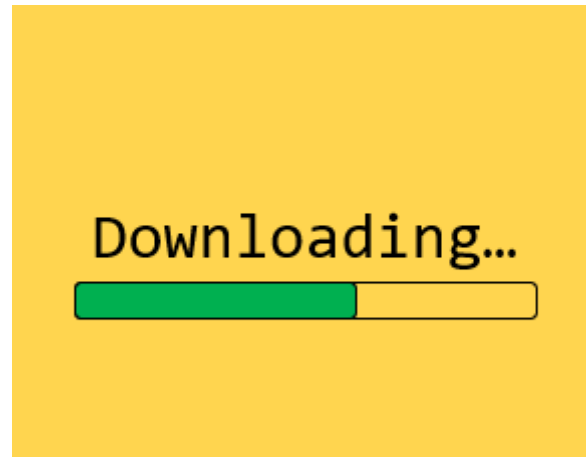
**PRACTICE (AND BRING A BACK-  
UP PLAN)**

# Practice in the program, test the tech on the day, and bring a back up plan.



If you can, show up in the meeting 30 minutes early to run through the tech: make sure your audio/video works, your visuals show up like you expect them to, and to download any surprise updates so you aren't late!

When preparing for your presentation, wrangle a friend, family member, colleague, a random internet stranger, or a WCC staff member to help you practice things like screen sharing, switching apps, microphone and video placement, etc.



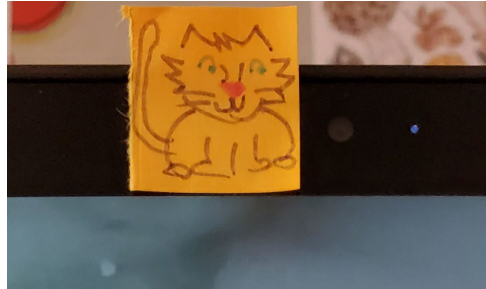
Be prepared for things to go wrong. Give someone else a copy of the visuals so they can run it for you, send slides to the audience so they can follow along, and have your notes in front of you so you can deliver without support on screen if it comes to it.



**REMEMBER THE AUDIENCE**

# Find a way to create the feeling of a live audience

Depending on the context, you may not be able to literally see your audience. Place pictures of smiling people behind your camera to remind yourself that there are people listening to you.



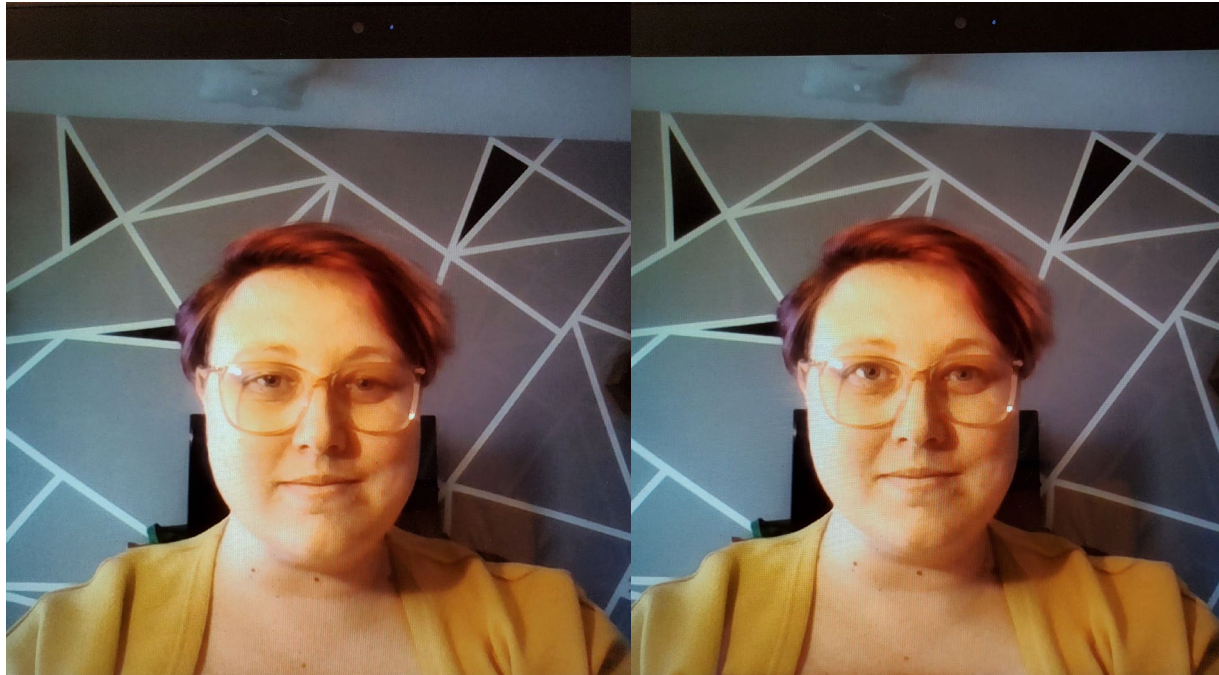
Remember that people can't tell when you're looking at them: you may not get the feedback you would by looking someone in the eye (a smile, nod, etc.) so request that feedback orally: "Do you agree?" "Does anyone need me to explain that again?"



If you can see your audience, remember to look at the camera, not just their faces! If you can, place their videos underneath your camera; if not, place a sticker next to your camera to remind you to look there.



# Looking at your camera *really* matters.



In the image on the left, I'm looking at myself on screen. In the image on the right, I'm looking directly at my camera.

It's a small change, but it has a pretty big impact. Whereas on the left, I look a little out of it – unfocused – on the right I look engaged and interested.



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# Use tools to keep your audience engaged

Some tools have polling features, which let you check in with your audience. You can assess their understanding by using polls like a quiz, solicit reactions to your ideas, provide a lighthearted break, or check in with their interest in a topic.

Polling 1: Polling Questions Edit

1. What is your favorite color?

Red

Green

Blue

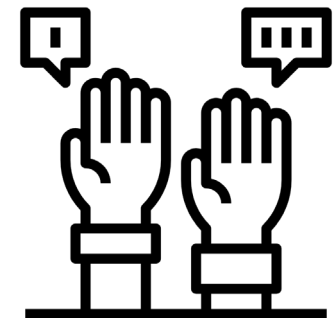
Launch Poll

Images: [Zoom](#), [Mentimeter](#)



You can also use a third-party app, like [Mentimeter](#), to create engaging audience interaction with quizzes, wordclouds, and polls. This helps your audience feel like they're involved, and gives you quick feedback on their engagement.

Getting people to raise their hands is a classic interaction in face-to-face presentations. Online, use a 'raise hands' feature or have people reply in the chat with a fun emoji or symbol.





# **GET FAMILIAR WITH THE DIFFERENT PROGRAMS**

WebEx, Zoom, Teams, Virtual Classroom, and OBS

# Webex

## General Information

- Currently the platform for PhD Defenses
- Supported by IST
- WebEx Meetings and WebEx Training have different features
- Request an account by emailing IST, then sign-in through WatIAM.
- Avoid high-bandwidth images and videos
- Can view “Presenter View” privately while sharing PowerPoint

## Resources

- [Keep Learning](#)
- [WebEx Video Tutorials](#)
- [WebEx Best Practices](#)
- [WebEx Essentials](#)



# Zoom

## General Information

- Not officially supported by UW
- Some privacy issues, including Zoombombing and host access to private chats.
- 40-minute limit on free meetings of 3 or more
- Screensharing a video sometimes works, but dependent on audience bandwidth
- Because it became the app of choice as people started working from home, many people are familiar and comfortable in Zoom.

## Resources

- [Zoom Video Tutorials](#)
- [Getting Started](#)
- [How to Become a Videoconferencing Power User](#)



# Teams

## General Information

- UW Grad students automatically have a Teams account through Office 365
- Maximum of 9 videos on-screen at one time
- Can invite participants without a Teams account to the meeting
- Avoid high-bandwidth images and videos
- Can view “Presenter View” privately while sharing PowerPoint

## Resources

- [UWaterloo Microsoft Teams](#)
- [Plan and Schedule a Live Event](#)
- [9 Tips for Meeting with Microsoft Teams](#)





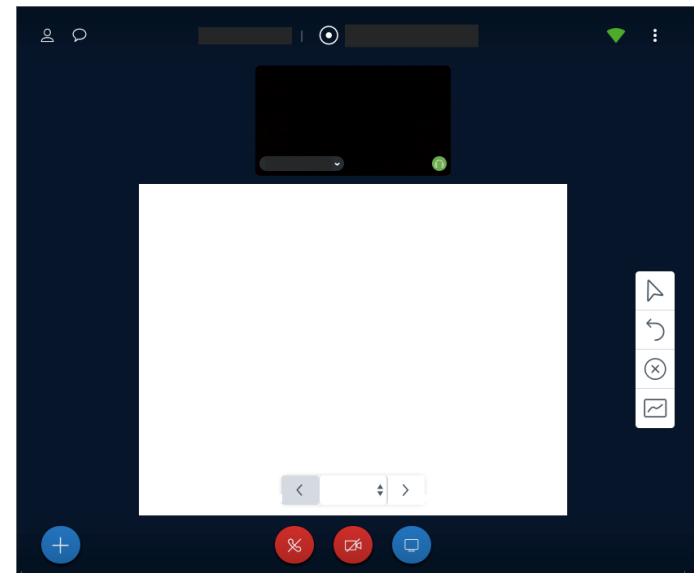
# Bongo/Virtual Classroom

## General Information

- Available in LEARN course pages
- Only 7 webcams active at one time
- Includes whiteboard, application sharing, public and private chat.
- Avoid high-bandwidth images and videos
- Can view “Presenter View” privately while sharing PowerPoint

## Resources

- [Bongo: Virtual Classroom and Video Assignment](#)
- [Bongo Knowledge Base](#)



# Open Broadcaster Software

OBS is a streaming program that you can use to produce higher-quality live video, by creating different ‘scenes’ with various inputs that you set up ahead of time.

You can download an extension for OBS that creates a virtual camera, which you can then use as the video input in most videoconferencing programs (including Zoom, Teams, Bongo, and WebEx).

# Streaming with OBS

## General Information

- Setting up scenes gives you more flexibility and control over what people see:
  - Video
  - Audio
  - Images
  - Screensharing
  - Sharing files, etc.
- Given time and effort, you can create a highly professional live stream
- But it takes a lot more work and can create more technical difficulties
- Works better with a second person to act as the 'producer'

## Resources

- [OBS Support](#)
- [Streaming with Open Broadcaster in YouTube](#)
- [OBS Quickstart](#)

