

“BEE” Ready with These Virtual Presentation Tips

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When doing a virtual presentation for your 4-H Club here are a few tips we put together to help you with a presentation that is not is person. As always practice your presentation, know your material, and follow the SD State Fair guide for more tips. If you have questions on how to use your device for your presentation or you do not have a device, please contact your local 4-H advisor for assistance.



“Bee” Brief

Audiences begin to lose attention after roughly 10 minutes of hearing from the same presenter. If you have more than 10 minutes of content, use interactive activities to keep your audience engaged (for example, take a poll, give quizzes, or ask audience members for their opinions via chat).



“Bee” Simple

Keep slides simple — avoid too many words, graphics and animation features. Less is definitely more!



“Bee” a TV Personality

Look straight into your camera, not the screen. Wear clothing that is neutral in color (no plaids or stripes). Light yourself well and from above. Be mindful of what appears behind you in the background, eliminate distractions if possible. Make sure everyone can hear you.



“Bee” Standing

Even though your audience cannot see you, stand when you present. This allows you to stay focused and use good presentation delivery skills such as belly breathing, vocal variety, and pausing.



“Bee” Prepared

First, make sure your microphone is working and your voice is heard. Practice delivering your presentation with your technology in advance of your talk. Make sure all of the features of the technology work. Record your practice using the recording feature of your tool. Watch and listen to learn what works and what you can improve.



“Bee” Assisted

Have someone available to deal with technical issues and to field email/text questions. Also, if you have multiple remote audience members in one location, be sure to pick one of them to be your “eyes and ears.” Ask them to queue up questions and facilitate discussion on your behalf.



“Bee” Specific

Ask pointed questions to avoid too many people answering at once. For example, rather than ask, “Are there any questions?” try “Who has a question about the solution I provided?” Set a ground rule that people state their names prior to speaking.



"Bee" Synchronized

Transitions are critical. You must connect what you just said to what is coming next when you move from point to point. Transitions between topics and slides are good opportunities to get people reengaged to your talk.



"Bee" Connected

Imagine your audience even if you can't see them. These are your greatest allies, your club members, they want to see you succeed.



"Bee" Early

Encourage your audience to access your call or webinar in advance of the start time so you can iron out any technical issues in advance and get them familiar with the technology. Ask your viewers to MUTE their devices while you are talking to avoid distractions from your presentation. You might have to have them practice this before you start.