



Guidelines for virtual Presentation

Presenting Remotely

Use the instructions below to present remotely at the Conference.

- Your presentation will be allocated a specific time as with a physical meeting
- Your presentation time limit is 15 minutes and 5 minutes Q&A
- There will be room moderators present to help with technical details
- Each session will be presented in its own unique virtual conference room.
- At least one day prior to the scheduled session, the presenter for that session will receive a message from the team about the virtual conference room that contains the connection information. The Zoom link will be the same for each presenter for each session.
- Question and Answer session will follow your presentation. The session presider will read questions submitted by participants.
- Please plan to join the meeting 15 minutes early

Hints and Tips for a successful Presentation

- For instructions on using Zoom you can read more here <https://intra.kth.se/en/utbildning/e-larande/webbmoten>
- Test your Zoom connection ahead of time, especially your audio and video
- Ensure your microphone, headphone or speakerphone is near you.
- Mute your Zoom session or phone when not in use.
- Avoid bright lights and windows behind you.
- Good light in front of you (on your face) will provide for a better image.
- Test any virtual backgrounds that you may be using to ensure there are no video irregularities.

8 ways to Keep Your Audience Engaged During an Online Presentation

1. Increase your visibility.
2. Leverage your voice.
3. Embrace the pause.
4. Start on time.
5. Plan interaction.
6. Visually reinforce key points.
7. Create word pictures.
8. Simplify your slides.