** Best Practices for Delivering a Dynamic**

 **Virtual Presentation**

**Practice Your Virtual Presentation (Twice)**

Record yourself presenting from start to finish (no stopping). Watch the recording and make improvements. Pay attention to lighting and sound quality. You may send a short trial-run recording to me for assessment if you’d like.

**Use a Professional Slide Background**

We will provide you with an AAEP Virtual Convention PPT template if you would prefer to use one.

**Engage Your Audience**

Many of the traditional methods presenters use to engage their audiences in person, like physically moving around the room and using eye contact and body language, will need to be modified for the virtual environment. Begin your session using an upbeat tone that captures the audience’s attention immediately. Pace yourself so that you can maintain your energy throughout your presentation. Vary your inflection.

It’s important to remember that a virtual presentation is NOT like any other face-to-face experience: the bar is actually set higher. It’s easy for participants to drift into another browser tab, check their phones, or do chores instead of giving you their full attention. There’s often less accountability with online gatherings.

Avoid saying “Good Morning” or “Good Afternoon.” With a Virtual event, your presentation can be seen at any time of the day or night.

**Minimize Distractions**

We love our children and our pets; however, they can be a big distraction so you may want to isolate yourself from them before recording. Also, be sure to check what’s visible in your camera background before you start. What you think of as an innocuous background may be distracting to your audience.

**Check Your Lighting**

Pay attention to your light. Too much light from behind leaves you featureless, so be sure to have good even lighting from the front. Use the best lighting you can access to make sure your face is lit.

**Camera Position**

The height, angle, and distance of your camera matter. If your head is only filling the bottom of the frame or if the camera is positioned at an unflattering angle, it can be distracting. Your head and shoulders should dominate the screen. The webcam should be at eye level or slightly above. Speak straight to your camera – try not to look down.

**Dress Professionally**

No pajamas, please. Even though you may be presenting in the comfort of your home, you’ll want to choose attire that you would wear if you were attending an in-person meeting. Plain-colored shirts are optimal; patterns or stripes may not display well. Also, avoid wearing

a color similar to your background.

**Pay Attention to Your Audio Quality**

When presenting virtually, good quality audio is a must. Be sure to test your audio first to make sure the sound is clear. It’s also more important than ever to speak slowly and clearly. It’s much more difficult for participants to process speech over a virtual presentation, when you can’t watch the presenter’s face for vocal and body language cues. It’s also important to keep the mic away from your mouth so no one hears you breathing!

***Ask for Help – AAEP Staff can help with anything you need. Just ask!***

**The PowerPoint**

Authors are expected to disclose the nature of any financial interests they have with companies that manufacture or sell products that figure prominently in their submitted paper or with companies that manufacture or sell competing products. (This includes ownership, employment, consultancy arrangements, or service as an officer or board member.) Presenters must also disclose any other conflicts as well as funding source. There should be no “commercial” appearance during any presentation.

*The following first three slides of everyone’s presentation must be included the following:*

1stslide: Presentation title and presenter’s name.

2ndslide: Disclose any conflicts as well as funding source. If there are none, your slide will look like this:

*Funding Sources – None*

*Financial Interests – None*

 *Conflicts of Interest – None*

3rdslide: What is this presentation’s relevance to clinical practice?

When giving your presentation at the convention, you should plan to include any ethical considerations as part of your presentation.

*Tips for your PowerPoint*

* Slides are most easily read when the print is white or yellow on a dark background, or if the background is very light with dark blue or black print. Slides should be simple and uniform. Radiographs look nice with a black background.
* Your presentation should be built around a formal structure or pattern.
* Your conclusion should be clear and stated at the beginning and end of your presentation.
* Graphics should be sized appropriately.
* Use titles or phrases instead of sentences.
* Use bullets or numbers to itemize points.
* Gradually and systematically introduce key points.
* End your presentation with a ‘recap’ of facts and important features – that is, the “take home message.”
* Do not read your PowerPoint to the audience – use the slides as talking points.