#10 Adjusting for Virtual Audiences

Delivering a speech virtually means people will see and hear you alone, in their offices or at home, instead of being shoulder-to-shoulder in community with their colleagues.

- Confirm web/meeting tools are working – ask a moderator to help wrangle the technology and field questions from attendees.

- Do a mini-ice breaker/hello to start the meeting just as you would in person (i.e., favorite thing about where you live, last great movie you saw).

- Keep the audio clear. Remove distractions such as cell phone, notifications, pop ups, rustling paper, etc.

- Keep your presentation simple and clean.

- Look directly into the camera, not down at your notes.

- Remember that without a camera, your voice and slides are the only tools you have to connect to your audience.

- If you lose your audience, make a comment or ask a question that plays off something said earlier.

How We Communicate With Video
10% = Words 45% = Tone & Inflection 45% = Body Language

How We Communicate Without Video
30% = Words 70% = Tone & Inflection