**For Your Presentation**:

* Start with your Learning Objectives, specifical and behavioral knowledge, skills, or attitudes expected as a result of your presentation (e.g., “*By the end of this presentation you should be able to…*”
* Engage participants every 3-5 minutes with:
  + Asking them to use the reactions
  + Yes/No questions
  + Polls
  + Spectrum
  + Prompts
  + Open-ended questions in chat or out loud
  + Virtual engagement tools (e.g., wooclap)
  + Drawings
  + Breakout rooms
  + Individual activities
  + Brainstorm
  + Fishbowl
* Minimize the number of words on screen
* Remind yourself that no presentation is perfect and that’s OKAY
* Address common problems beforehand such as:
  + Poor connectivity
  + Background noise/audio feedback
  + Unfamiliarity with your presentation software

**Things to Include in Your Presentation Space**:

* + - * Camera at eye level
      * Quiet (hang a sign to remind others if necessary)
      * A background that minimizes distraction
      * Water
      * Second screen if possible
      * Way to advance slides
      * Bright lighting
      * Headphones
      * A post-it note with speaking tips

**Speaking Tips**:

* + - * Turn off notifications
* Maintain “eye contact”
* Keep your energy up (stand if possible, smile)
* Repeat often
* Don’t fidget/pace
* Remember to breath
* Be yourself!

**Virtual Engagement Tools**:

* Mmhmm <https://www.mmhmm.app/>
* Wooclap <https://www.wooclap.com/>
* Google Jamboard <https://edu.google.com/products/jamboard/>
* Zoom Whiteboard <https://support.zoom.us/hc/en-us/articles/205677665-Sharing-a-whiteboard>

**Resources**:

* **University of Utah Surplus** <https://fbs.admin.utah.edu/surplus/> (for discounted university supplies like extra monitors or standing desks)
* **University of Utah Library Rooms & Spaces** <https://lib.utah.edu/spaces/> (for reserving a presentation space if necessary)
* **Speedcheck** <https://www.speedcheck.org/> (for testing your internet speed for connectivity confidence)
* **Leading Groups Online** <https://www.leadinggroupsonline.org/> (free eBook with additional resources)
* **Tips for Remote Presenting** <https://youtu.be/uhH_gymU-ac> (Dr. Taylor Sparks also gave a great presentation with even more guidance)