

Helpful Tips for Presenting to a Live Audience

(In-person or Virtual)

Delivering Content

- Personalize your presentation by introducing yourself before you begin, and enjoy the opportunity to interact with your peers.
- Organize your presentation with your audience in mind.
 - Provide overviews/recaps within your presentation.
 - Try to keep the big picture fresh in the listener's mind; do not bog them down with too many details.
- Keep an eye on your audience's behavior. If you notice people are focusing on your slides, you may have too much content or your main point is lost in translation. If you are losing attention, change the pace of your delivery and incorporate an activity to boost energy.
- Speak clearly, loudly and at a pace at which your audience can absorb what you are saying. Use different tones of voice to emphasize points; varied intonation will help listeners stay focused on your message.
- Smile! It is a natural way of warming up your audience and making them feel comfortable. Good posture (standing straight, feet flat, arms by your sides) communicates confidence. This applies even when presenting a webinar!
- Use signal phrases to refocus interest. Periodic use of phrases such as "this is fundamental" or "this is critical to my point" can draw the audience in and increase moments of true concentration.
- Maintain eye contact; it is critical to your credibility and the audience's comfort.
 - The more time you spend looking and engaging with the audience, the more effective you will be. Try to talk with the audience, not at them.
 - Focus your attention at the people, not at the equipment, the floor or the exit.
- Stay on time! If you have a time limit, do not go over. If there is no limit, take less time to ensure people stay engaged.

Q&A

- Repeat audience-generated questions and answers aloud for the entire group to hear.
- If you defer questions, make sure to come back to them and let the audience know you will do so.
- Respond to questions with enthusiasm and try to tune into the questioner's train of thought.
- Leave at least 10 minutes at the end of the presentation for Q & A.
- Ask attendees to complete the evaluation forms at the end of your session.