

## Speaker Tips for Digital Events

### Setting-Up Your Presentation for Success

At the beginning:

1. Be familiar with the audience. Tailor the presentation to the audience level of knowledge and interest.
2. Welcome the remote audience to your presentation.
3. Be aware of timing and ensure you have time to complete the content and Q&A.
4. Have a glass of water available in case you begin coughing or your throat gets dry.
5. Establish the expectations of your remote audiences at the beginning of the presentation.
6. Best ways to present yourself online:
  - Make eye contact with the camera so it appears that you are speaking to the audience directly. Have your webcam at eye level so you are not looking down at the audience and the audience is not looking up your nose. Avoid having a distracting background.
  - If you have notes, have them in front of you to glance at and not down on your desk because you will lose contact with the audience.
  - Some things to consider about wardrobe – business casual, simple clothing, jewel-tone colours, with no busy patterns and avoid dangling/noisy jewellery.
  - Be natural and smile. It will make the presentation very welcoming.

### Concluding on a Positive Note

At the end:

1. Think about the audience take-away. What do you want them to remember and do in their labs at the end of your presentation? A strong conclusion ensures they walk away with the right message.
2. Thank your remote audience for participating in the session.
3. During Q&A, the moderator (i.e. CSMLS employee) will begin by asking questions from the chat and/or questions that attendees listed during registration.
4. If you have any handouts or resources, let the audience know if these materials will be available to them. Provide these to CSMLS and they will be included in the post-event email.