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Presenting Virtually

Before the Presentation

- Test Your Technology: Check your internet connection, microphone, webcam, and Microsoft Teams setup beforehand. Ensure everything is working correctly to avoid technical difficulties during your presentation.
- Familiarize Yourself with Microsoft Teams: Know how to share your screen, use virtual backgrounds if necessary, and manage participant interactions.
- Prepare Your Environment: Choose a quiet, well-lit room. Your lighting should be in front of you, brightening your face to make you more visible and engaging.
- Dress Appropriately: Wear professional attire that contrasts nicely with your background for better visibility.

During the Presentation

- Start with a Strong Introduction: Capture your audience's attention with a compelling opening statement or question.
- Engage Your Audience: Use Microsoft Teams features like polls, Q&A, or chat to interact with your audience. This keeps the presentation dynamic and encourages participation.
- Maintain Eye Contact: Look at the camera to create the illusion of eye contact with your audience. This helps strengthen the connection, even through a screen.
- Use Visuals Wisely: Share your screen to show slides or other visual aids. Keep your slides concise and visually appealing to complement your speech without overwhelming your audience.
- Modulate Your Voice: Since you rely more on your voice to convey your message, use vocal variety to maintain interest. Speak clearly and at a pace that's easy to follow.
- Manage Your Time: Keep track of time to ensure you cover all your points without rushing, leaving time for questions if the format allows.

After the Presentation

- Facilitate a Q&A Session: Encourage questions and use this time to clarify points and interact directly with your audience.
- Seek Feedback: Ask for feedback on your presentation's content and delivery. This can be done through Microsoft Teams chat or follow-up emails.
- Review Your Performance: Record your presentation to review later. This can help you identify areas of strength and opportunities for improvement.
- General Tips

- Stay Focused and Minimize Distractions: Close unnecessary applications on your computer to avoid distractions and ensure your presentation runs smoothly.
- Practice: Rehearse your presentation using the technology you will be using. Consider doing a dry run with a friend or colleague on Microsoft Teams to get feedback on technical and delivery aspects.
- Be Prepared for Technical Issues: Have a backup plan in case of technical difficulties. This might include having a co-presenter ready to take over or preparing text to share in the chat if your audio fails.

By incorporating these tips, you can create a more engaging and effective virtual presentation. You can leverage Microsoft Teams' capabilities to connect with your audience, even from a distance.