10 TIPS

1. **Know Your Technology**
   - Ensure you are comfortable with the technical functionality of your platform and you are well-practised in its use. When you exude confidence during facilitation your participants will feel much more at ease.

2. **Be Prepared**
   - Check your setup before each, and every, session. Check audio and video (if using) and that material is loaded and ready to use. Try to log in a second device to show the attendee view as this will provide reassurance.

3. **Grab Attention**
   - Grab attention at the outset, greet your attendees with warmth and enthusiasm – start networking and check their audio is fully operational.

4. **Familiarise Participants**
   - Ensure that participants are comfortable with the technology, know how to interact, and demonstrate how their participation will make the experience a more enjoyable one.

5. **Involve Your Audience**
   - Actively encourage participation in session; be aware of distractions and keep an eye on your attendees (monitor their ‘online body language’) and take steps to draw people in.

6. **Be Responsive**
   - Refer to people by name so that they feel included and part of your event. Keep a close eye on communication, including chat, and integrate this into the session to maximise audience engagement.

7. **Create Interaction**
   - Introduce varied and meaningful interaction every 3-5 minutes. Where possible, use a variety of visual material (words, photos, graphs, charts, video, webcam, demonstrations, screen shots).

8. **Use Your Voice**
   - Vary your tone, pace of delivery and - most of all - smile! Participants can hear it. Try to think of your session as a ‘conversation with’ rather than a ‘presentation at’ – this will make a huge difference to your delivery.

9. **Be Natural**
   - Unless you are a professional actor, avoid reading from a script or the screen. Rehearse and rehearse again - so that you are completely confident and natural in delivering your material.

10. **Include a Break Slide**
    - Include a single ‘coffee cup/break’ slide at the end of your presentation deck which you can use for a quick break if needed. This can also come in handy if there’s a technical issue you need to fix.

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