COMPLETE A 15-MINUTE TECH PREP SESSION
Reduce any anxiety with technology by signing up for a 15-minute technology prep session. A quick review of Zoom features and test of your computer setup can help ensure the success of your learners. Click here to view availability and schedule this session prior to the conference.

TRIM DOWN YOUR CONTENT
Make sure your content is presented in a concise and straightforward manner. The nature of a virtual conference does not lend itself to speakers going over their allotted presentation time. Prepare accordingly so you are not rushing through your slides before time is up.

AVOID TEXT HEAVY SLIDE DECKS
Although slides with a lot of text may seem meaningful and informative, it draws attention away from the presenter’s verbal content. Replace text heavy slides with images, key terms, or brief paraphrased texts that help to drive content home without distracting it from the presentation.

USE ANNOTATION TO GRAB ATTENTION
You have many options for drawing, highlighting, making lines and arrows, and blocking out areas on your screen under the "draw" menu. Use the spotlight menu to access the arrow pointer and the red spotlight tool tip that will let you use your mouse as normal while it’s active, which is ideal for demos.

INTERACT WITH YOUR AUDIENCE FROM THE START & VARY IT
Drive engagement and interest in your topic by getting attendees to interact with you early and often. During the presentation, vary your interaction with the audience with five-minute intervals.

SET THE STAGE FOR AN INTERACTIVE & ENGAGING SESSION
Use all of the tools at your disposal so that interaction does not become mundane. Consider asking attendees to type in responses to questions or offer comments using the Q&A or chat functions.

SUMMARIZE YOUR TALK
Wrap up you presentation by using the last two minutes to highlight key points that you want your attendees to take away from your presentation. Imagine giving your attendees a final elevator pitch of the information you just went over.

LEAVE TIME FOR QUESTIONS
Even if you are engaging with your audience throughout your presentation, you may not get through all of their questions. Try to use the last ten minutes of your session time for any unanswered questions or unaddressed comments.

WANT SOME GUIDANCE?
Stanford CME is offering CME Live speakers access to a presentation coach who can serve as a sounding board to improve your webinar presentation skills. Setup a dry run of your presentation with your coach and he/she will provide feedback on oral communication, eye contact, tone, intonation, and more. E-mail cmelive2020@stanford.edu to connect with a presentation coach.

NEED MORE RESOURCES & TIPS? Check out our CME Live Speaker Resources under the right-hand panel at cmelive.stanford.edu for Zoom tips, Zoom backgrounds, branded PowerPoint slide deck templates, and more.