

# VIRTUAL PRESENTATION CHECKLIST

Online presentations are hard. Doing them from home is harder. 3 keys to success:



## Tech Mastery

- Reboot your computer
- Clean up your desktop
- Close apps that pop-up or chime
- Use Ethernet or a WIFI booster
- Consider an audio upgrade
- Arrive early, learn the controls
- Use your webcam
- Get light on your face
- Elevate your screen
- Look at the lens when talking
- Reduce clutter behind you
- Silence your devices



## Compelling Content

- Know your audience
- They're distracted; keep it simple
- Shift gears every 10 minutes
- Ask what THEY want, need, expect
- Shorter is safer; cut the fat
- Put the excess in handouts, followups
- Have a single goal
- What should they Know, Feel, Do?
- Prioritize narrative over data
- Bullets kill: more images, less text
- One idea per slide
- Offer visual guideposts



## Engaging Delivery

- Prepare and practice
- Intention: stay in the moment
- Show passion and conviction
- Speak up — a bit louder than life
- Inflection: vary your vocals
- Posture: sit up, lean in
- Momentum: “be the train”
- Intersperse Q&A
- Ask questions, take polls
- Call on people to contribute

**#1 RULE: EVERYTHING ON 11 — energy, interaction, pacing, visual appeal.**  
 Watch the step-by-step guide on [YouTube](#)

# Engaging Programs

Keynotes and workshops that can be delivered in-person or virtually:

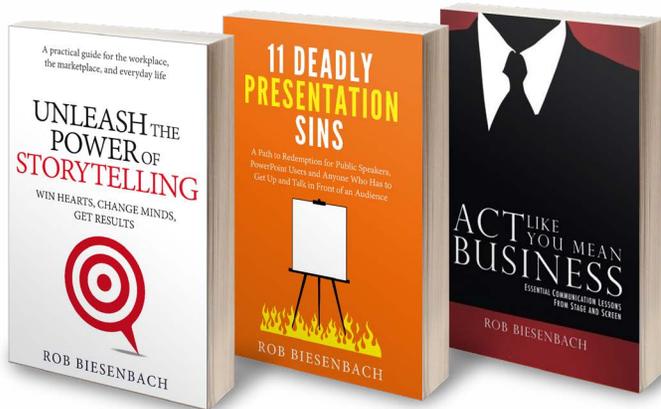
- Unleash the Power of Storytelling: Win Hearts, Change Minds, Get Results
- 11 Deadly Presentation Sins: A Path to Redemption for Speakers
- Connect & Compel: Become a More Powerful, Persuasive Communicator
- Virtual Presentation Crash Course: Engaging Audiences in an Age of Disruption
- Act Like You Mean Business: Lessons for Success from Stage and Screen



## ABOUT ROB BIESENBACH

Rob Biesenbach works with leaders who want to be more persuasive and authoritative in everything they do. That means breaking free from Death by PowerPoint, telling their story, and communicating like humans should.

He's an in-demand professional speaker and workshop leader, an award-winning communication consultant, and a Second City-trained actor. He uses lessons from the world of show business to help people succeed in their business.



## Popular Books

Rob has authored three fun, practical books on presentation skills and business communication, including the Amazon bestseller *Unleash the Power of Storytelling: Win Hearts, Change Minds, Get Results*.

## Trusted By

