15 Steps to Creating a Successful Online Presentation

1. Number presentation slides/poster sections and use titles to emphasize content (will facilitate Q&A);

2. Consider elements of design (e.g., fonts, color palettes, placement of figures/tables);

3. Eliminate distracting “chartjunk” (e.g., decorative fonts, grid-lines);

4. Consider figure resolution and size. Audience members may view your presentation from a range of devices (e.g., tablets, laptops);

5. Avoid busy backgrounds. Use white or pastel colors (reduces eye fatigue);

6. Avoid red and green fonts (~15% of the population is color blind);

7. When possible, consider simple animations to “show” rather than tell;

8. Cite all of your sources;

9. Do not be a faceless voice. Include a photo of yourself on your opening and closing slide;

10. Find time to practice. Be cognizant of the time allocated for your presentation and stick to it (be respectful of the audiences’ and attendees’ time);

11. Listen to your recording and identify how you use your voice to emphasize or present content (consider tone, varying volume, projection);

12. Embrace the pause. A well-placed pause can generate anticipation and provide your audience time to process what you have discussed;

13. During live sessions (e.g., keynotes, Q&A), unless speaking, mute your microphone;

14. As you prepare to record your presentation and/or attend the meeting, when possible, work to eliminate distractions; and

15. Above all else… KISS (keep it simple...).