



VCALL WEB EVENTS



PRESENTER TIPS ENHANCE YOUR EVENTS

Since 1997, Vcall® has provided innovative technology and professional services that enable organizations to communicate through compelling and influential web events.

Following the tips below will enhance your web event:

- **Log on/call in early.** This allows time to relax before the presentation, and to handle any unanticipated “surprises”.
- **Be conversational.** Prior to beginning, take a deep breath, relax, and be as conversational as possible in your delivery.
- **Be very familiar with the content.** Practice several times so you know how much time it takes to present it. This will help you relax and not be overly worried about the time.
- **Factor in the time allotted for audience interactions.** Most presentations have a Q&A session and some have other audience interactions like polling. **Remember to include time for these in your total presentation timing.**
- **Consider having “pad questions”.** These help “get the ball rolling” in case your audience is shy or slow to begin participating in the Q&A session.
- **Avoid “dead air”.** If audience feedback is being taken via polls, consider elaborating on the reason for asking the questions and/or the value of their responses to avoid “dead air”.
- **Have a clock or watch handy.** Occasionally check it to pace your timing.
- **Try to eliminate interruptions.** Put a “Do Not Disturb” sign on your closed office door and turn off your cell phone and/or pager.
- **Try to minimize ambient noise.** Coughing, throat-clearing, and paper shuffling can often be reduced simply by awareness.
- **Be polite.** If co-presenting with others, do not click on slide titles while someone else is presenting. All presenters have equal control of slide publishes during an event.
- **Keep it in perspective.** If you make a mistake or lose your place, it's not the end of the world. Don't make more out of it than necessary by over-apologizing or sounding defeated. The less attention you draw to a mistake, the quicker your audience will forget it. You decide! No long-term commitment required.

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Successful web events...Guaranteed!