

Speaker guidelines

Presentation Delivery

- **Practice, practice, practice:** Rehearse until you're comfortable with your content and flow. Pay attention to your pacing and transitions.
- **Speak naturally:** Don't read from a script. Use your script or notes as a guide, but deliver the content conversationally. Imagine you're talking to a friend or colleague.
- **Maintain eye contact with the camera:** Look directly into your webcam as much as possible. This creates a strong connection with your audience.
- **Vary your tone and pace:** Avoid a monotone delivery. Use vocal variety to emphasise points and keep listeners engaged.
- **Use gestures (naturally):** If you naturally use hand gestures when speaking, incorporate them. Keep them within the camera frame.
- **Smile!** A genuine smile can make a huge difference in conveying warmth and approachability.
- **Engage with your slides:** Point to relevant areas as on your screen (if screen sharing) or reference what's on your slides as you speak.
- **"Umms" and "ahhs":** While a few are natural, try to minimise excessive filler words during practice.
- **Time it:** Ensure your presentation fits within your allocated session time. Take into account any Q&A you wish to include.

