

You are the Guest Presenter – *tips to prepare for success*

You have been invited to be a presenter or keynote speaker at a virtual session. So how do you offer what participants want, invite meaningful engagement, and hit the mark? Here are some tips to help you prepare for a successful event.

1. **Be clear on what the organizers would like you to talk about.** Being told to “work your magic” or “just do your thing” is not helpful. You want what you say to deepen the dialogue and learning at the event. Message alignment is helpful for all present.
2. **Find out who will be in the (virtual) room.** The more you know about who is coming and why, the better you will be able to weave in relevant stories and examples.
3. **Find out what technology will be used.** The options grow daily, so check your assumptions. Ensure the features you want to use are enabled in the virtual platform. Share what you expect if you will need assistance with breakout rooms or the chat box. Tell the group if you have documents or technical hopes (like seeing each person’s name clearly on their screen).
4. **Be prepared for your time on screen.** There is much to consider to ensure everyone can see and hear you well. Here are two helpful tips sheets for this:
 - [Visuals, during Online Webinars](#)
 - [Sound, during Online Webinars](#)
5. **Do a test run.** It is always wise to walk through the plan for a virtual learning event in advance. Especially if you are planning to use multiple types of technology and tools, and there are multiple people involved, trying it out together is helpful. Tell the team what you need, share your hopes, and clarify roles.
6. **Use visuals.** PowerPoint is a great tool to guide the presentation session. It will allow you to invite people to interact on the screen (check out the [Annotate](#) feature in Zoom) and will give people something to follow (you can use Annotate to highlight along the way). It should be a tool for learning – use it as a guide and supplement to what you are presenting. Here are tips to help [best practices](#).
7. **Engage the participants.** There are many features in Zoom and other meeting platforms that are easy to use and helpful. Plan ahead how you will use each feature to make the engagement meaningful to the content you are teaching and not perfunctory.

Check out a few of these resources for more ideas, tools, and tips:

- [How to Invite Engagement During a Webinar](#)
- [4 Tips to Ease Your Virtual Meeting Stress](#)
- [Tips for Using Zoom](#)