oomph

Newport Interactive Marketers

10 Tips for Successful Report Presentations

October 22nd, 2020

Presented by
John E. Picozzi

oomph

Practice

oomph

Practice

Practice is more critical in a remote format

This seems obvious, but practice does make perfect — practice is even more critical in a remote format.

Practice your delivery

Practicing your delivery and rehearsing the content is important. I used to like to practice on my commute.

Know your tool

This section could also be called "Learn how to use your mute button"! The worst thing is thinking you have unmuted yourself and talking for 2 minutes, only to hear someone say "Um, you're muted".

oomph

02 Use Your Camera & Display Views

oomph

Use Your Camera & Display Views

Turn on your Camera

The most important part of presenting in person is the face to face exposure you get with your audience. Remote presenting doesn't have to eliminate that — **matter of fact, it shouldn't.**

Use Speaker View

If you are trying to make a point and really drive something home, using speaker view is a great idea. This allows attendees to see your face and connect to your facial expressions.

Or Gallery View

when you get to a QA section of your presentation, it's great to use Grid View so that all attendees can be seen. This really adds to the group collaboration aspect of a group discussion or QA session.

oomph

03 Assign an MC

oomph

Assign an MC & Determine Order Ahead of Time

First assign an order or certain slides

Put the person's name who is responsible for delivering that slides content in the speaker notes. This will help everyone to know who is speaking next.

Second assign one person to share the screen & advance the slides

The last thing you want is to be fumbling with switching presenters. Use the speaker's notes to know when the slide need to change.

Last but not least, assign someone the "MC"

This person will facilitate questions to the group preventing team members from speaking over each other and also can prevent awkward silences if they should arise.

oomph

04 Accept Interruptions

oomph

we all remember

this guy

"

Clearly, today that isn't possible, so bear with us. There may be some awkward pauses, requests to advance the slides or go back to a previous slide, and even a potential child or pet interruption. We will do our best to work through them together or move on like nothing happened"

oomph

accept
interruptions

HAWAIIAN ROLL
BREAKFAST SANDWICH

EGGS

- 3 TBSP OLIVE OIL
- 5 LARGE EGGS
- 2 TBSP WHOLE MILK
- SALT AND FRESHLY GROUND BLACK PEPPER

3RD HOUR TODAY

GET COOKING WITH... JESSIE JAMES DECKER
PREPARE EGGS

oomph

but don't
take it too far

oomph

05 Re-engage with Pauses

oomph

# Re-engage with Pauses

This is important no matter the format

This is something you want to do no matter the format in which you are presenting. However, I feel it's even more important during a remote presentation, due to the lack of visual communication (picking up on facial expressions) and body language.

Your audience has interruptions too

The folks on the other side of the camera have the distractions of chat, email, and maybe environments to contend with

Does anyone have any questions?

An easy way to re-engage your audience is to stop at key points and ask if anyone has a question.

pause

oomph

06

Watch The Clock

oomph
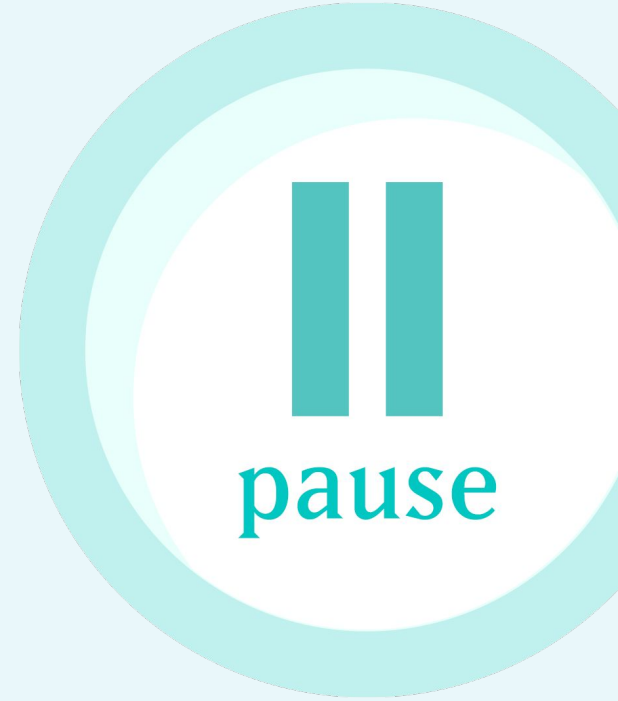
Watch the Clock

It's easy to speed up

It's easy to speed up when there is no one else in the room. In a remote presentation, use the clock to make sure you are within your checkpoint times and are not going too fast.

Remember Tip #5

Asking the audience questions can help make sure you aren't moving too quickly.

Don't short change the audience

The last thing you want is for your audience to expect an hour-long presentation and twenty minutes in, you are wrapping up.

oomph

07

Background
Matters

oomph

background
matters

oomph

08

Make Sure Your WiFi is Amazing

oomph

Make sure your WiFi is amazing!
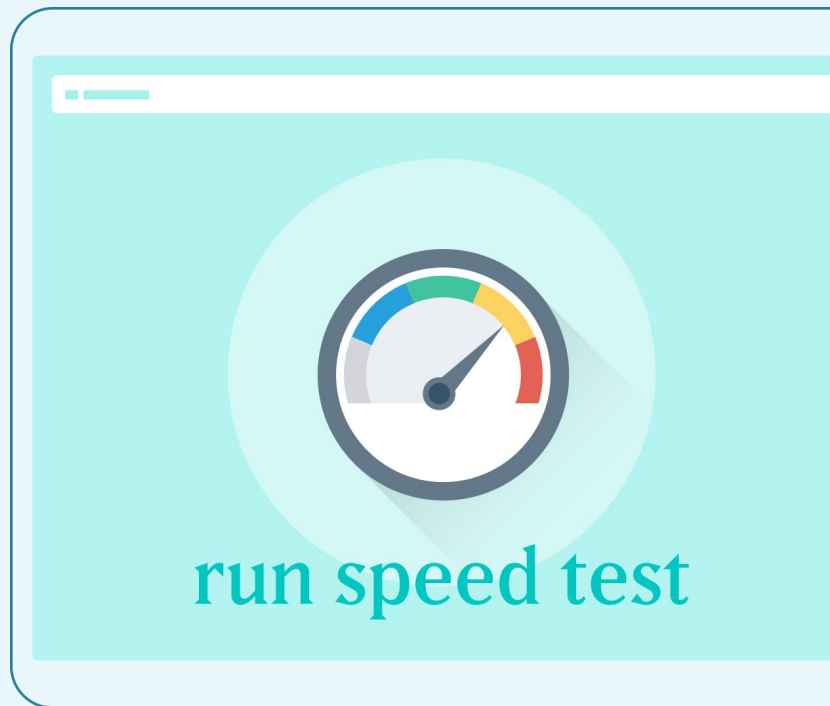
Check your speed

I would suggest running an internet speed test to see how your network is performing

Upgrade your internet

You can always upgrade your internet.

Kick the family off

Ask your family not to stream HD movies or even limiting access during your presentation

run speed test

oomph

09

Dress for Success

oomph

dress for
success

oomph

Simplify Your Slides

simplify your slides

oomph

thank you

If you have any questions feel free to contact us.

in /in/johnpicozzi

🐦 @johnpicozzi

💧 johnpicozzi

John E. Picozzi

Account Manager
401-210-5916
jpicozzi@oomphinc.com
oomph.is/jpicozzi
oomphinc.com