

Top Nine Virtual 10%s. Please Don't...

1. Be a Last Minute Host

- Signing on seconds before the meeting starts looks just the same as when someone walks into a room seconds before they speak. It doesn't show respect for your audience.

2. Start Negatively. Please don't ...

- Bark orders like, "This is your warning, we are starting in one minute."
- Joke about wearing pants.
- Belittle and joke about someone, embarrass anyone, especially if your mute button is not on.

3. Have a Scripted Opening

- I get it; we all need notes, but the opening thank you should not be scripted.

4. Look at The Screen For The Entire Presentation

- Find a balance between referencing your material and looking into the camera! When you are speaking, look just below the camera.
- Please don't lean back and look bored, sit forward, lean into your audience and be engaging.

5. Detail Breaks

- Please don't make weird jokes detailing what people can be doing on breaks. They get it, and you would never say that at a live event.

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6. Use Washy Words

- Don't say "things" as in "Things are going to get better." Be specific when using examples. Try not to use words like *actually* and *assume*. Use affirming words like *believe*, *trust*, and *know*.

7. Include Material That May be Hard to Read or Hear

- Don't post a video that's grainy or hard to hear. Instead, include a video link to watch it later.
- Have a backup plan if your videos don't play. It's distracting to leave slides up too long, especially a funny one.

8. Use Q&A Without a Backup Plan

- Don't begin a Q & A session without having a staged question to get the ball rolling if needed, and have content ready to fill gaps if no-one asks a question.
- Make sure the content is relevant and that you have a reason for asking the question.

9. Go Over Your Time

- Please don't go over your time and apologize profusely if you do. Just like in a live event, it messes up the agenda for the rest of the speakers. Keep on track, end with a positive, and end early if you need to. Everyone loves an early end time to a meeting.