



ONLINE PRESENTATION: **DOS AND DON'TS**



On the day of your online review you will be presenting your project in front of a camera to the panel. Here is a list of guidelines to follow to make your presentation look the most professional.

Location

Use a neutral and clean background: Make sure objects behind you that show up in your web camera aren't distracting. A blank wall or sheet works best. If you can't use a wall, clean up the room that is in view. Hiding your dirty laundry and "personal toys" is recommended.

Choose a quiet location: Coffee shops and airports do offer wireless services but it is often difficult to hear your presentation over the hubbub. Please select a quiet location. In addition, pets, children, and friends often create a distraction. Do what you need to do to keep them quiet during your presentation.

Computer

Use Safari or Firefox browser: We find the least amount of problems associated with these browsers.

Shut down all applications that use your web camera: Do not use voice over IP (such as Skype or Google Talk). Other applications that use your web camera will interfere with your camera working in the web conference room.

Camera

Aim the camera directly at your face and centered: We like to see and interact directly with you. Low camera angles aren't complimentary (and nose hair isn't pretty).

Look into the camera when you speak (as much as possible): Look at the camera from time to time so we know that you're talking to us. If you look at the conference room we will see you looking down or away.

Lighting

Light the front of your face: Lighting your face will allow us to see you easily. If you can't put a light in front of you, try off to the side but not behind you.

Telephone

Use a landline (if possible): Landlines are the least likely to be cut off and are the easiest to hear. If you must use a cell phone, do not use a speakerphone or headset (Bluetooth or otherwise) and present from an area with good reception.

Speak with a clear voice and enunciate all words: Speak clearly so we can understand your presentation. Don't mumble words.

Speak politely: Don't use (F*!@#)\$ profanity.

Clothing

Dress appropriately: Think "job interview". You need to present yourself professionally.

Personal

Clean your teeth: Make sure your last meal isn't visible in your teeth.

Don't eat or chew gum: Please eat before or after your presentation. Do not chew gum during the presentation – we can hear you chewing.