



## Getting Ready for an Online Event

# 20 Tips for Presenters

You're now ready to host your first meeting or webinar with ClickMeeting. Here are some easy to follow instructions and tips to make sure your ClickMeeting event is a success from start to finish. As you will see, most of these tips can serve as a checklist of "things to remember" when you're starting out. After a meeting or two, we guarantee you'll cruise through the steps like a pro. The ClickMeeting interface and tools make it easy!

## Getting Ready

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1. **Send invitations** to all participants well in advance so they have time to arrange their schedules. You'll have fewer "no shows" and a better meeting.
2. **Upload presentations and files** you would like to share before the meeting begins. They need to be converted in order to use them in the presentation and, depending on their size, it may take a few minutes, so it's better to do this without the pressure of having people wait for them during the meeting.
3. **Do a trial run** to familiarize yourself with the format and flow of your event. It's your opportunity to try out different tones of voice and ways to deliver your message.
4. **Set a neutral desktop wallpaper** which will not distract attendees if you're planning to share your screen. You want your content to be the focus of their attention, so it's also a good idea to remove all unnecessary icons from the desktop.
5. **Disable all instant messengers** and other applications that use pop up or notifications – you don't want a chat from your spouse popping up in the middle of your presentation!
6. **Turn off any unnecessary software** that uses the Internet, or that you don't need, in order improve the efficiency of your CPU and Internet connection.



7. **Set your screen resolution** to 1024x768 to improve the display for attendees with lower settings.
8. **Minimize the ambient noise.** Microphones are usually very sensitive and will catch all kinds of noise such as coughing, throat-clearing or paper shuffling. It may be uncomfortable for your audience and can be easily avoided if you are aware of this.
9. **Sort out the hardware.** Test your microphone and headphones so that minor technical glitches will not get into your way.
10. **Customize your meeting room.** You can customize every room with your brand logo and/or color themes. Log in to your account and click on the logo/window to customize it (is this the right way?).
11. **Watch the clock.** Live events are most effective if they last about 60 to 90 minutes. If you know you'll need more time, simply divide your content into sessions and deliver over a few days or weeks.

## Delivering a Flawless Presentation

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12. **Present your agenda.** When starting your event, you should greet the attendees and present your agenda. Make sure you include breaks if it's going to last for an extended period of time.
13. **Get to the point.** Don't prolong the introduction portion of your event. Move to the main topic quickly to keep your attendees engaged and ready to participate.
14. **Q&A session** during the event is a great way to engage participants and get feedback. If you're giving a speech, it's a good idea to appoint another person to control the chat by answering questions from the audience and possibly conducting polls. This way you'll be able to focus on your presentation, and still capture feedback.
15. **Dread the dead air.** Avoid long pauses. Your attendees may conclude that you don't know what to say.
16. **Be confident** in delivering your message. Know your topic. If you are confident about what you're saying, your audience will be confident as well.
17. **Don't focus on mistakes.** They're going to happen from time to time, whether it's an equipment failure or you slip up, so just relax and move on. Your audience will soon forget that anything went wrong.

## Getting to the End

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18. **Summarize and say good bye.** When it's time to finish, make it clear to everybody. Simply state that you have finished and thank your attendees for participating. Answer any remaining questions that may come up.
19. **Get feedback.** Collect feedback after every event. Analyze the answers you received for your polls – honest feedback from attendees will help you improve future presentations.
20. **Summarize your conclusions.** For example: Did you manage to present everything that was planned? Were your participants involved or bored? Did you have any problems with your speech or the equipment? Did you stick to your time frame? How you answer these questions will help determine future success.