

Virtual Presentation Checklist

Prepare · Preflight · Present · Recover · Follow up

BEFORE THE DAY

- ☐ Finalize the deck
- ☐ Prepare your script or notes
- ☐ Rehearse aloud
- ☐ Check your timing
- ☐ Confirm the meeting platform and permissions
- ☐ Test camera, lighting, audio and connection
- ☐ Prepare connection, deck and presenter backups

BEFORE YOU GO LIVE

- ☐ Camera at eye level
- ☐ Face well lit
- ☐ Audio tested with a recording
- ☐ Notifications silenced
- ☐ Files, links and demos open
- ☐ Sharing view confirmed
- ☐ Script or notes positioned near the camera
- ☐ Timing tools ready

DURING THE PRESENTATION

- ☐ Open with why it matters
- ☐ Watch your pace
- ☐ Look toward the lens at key moments
- ☐ Give every slide a clear job
- ☐ Build in appropriate interaction
- ☐ Keep an eye on time

IF SOMETHING GOES WRONG

- ☐ Backup connection available
- ☐ Backup copy of the presentation available
- ☐ Teammate ready to take over, if available
- ☐ Know how you'll reconnect or continue

AFTER THE PRESENTATION

- ☐ Send promised materials
- ☐ Answer outstanding questions
- ☐ Save the final deck and script
- ☐ Note what you would change next time

Keep these in mind

Look at the lens when it matters.

You don't need constant eye contact. Come back to the lens for key messages.

Slow down and leave room for pauses.

Virtual audiences need a little more time to absorb what you're saying.

If something goes wrong, keep moving.

A backup plan lets you recover without making the technology the focus.

Want the deeper guidance? [Read 12 Virtual Presentation Best Practices for 2026](#)