

Briefing sheet for delivering virtual talks and presentations

Virtual speaking opportunities are a great way to connect groups and organisations anywhere across the UK, with information about lymphoma and the work of the Charity, without the need to travel and from the comfort of your own home.

What's involved

We will discuss this opportunity following the Charity receiving a request. Typically, these requests come from community groups, such as rotary clubs, but we may be approached by schools, universities and businesses.

We will provide a branded presentation slide deck for you to use and script notes to help you deliver the content.

In order to deliver a virtual talk, you will need to feel confident accessing and using online platforms, such as Zoom, and some of the technical aspects.

In most cases, the organisation or group will be hosting the meeting and will be in control of technical side of the session. However, you will need to know how to join, set up your audio and video, and be able to share your screen to deliver the slide deck.

The Volunteering Team are happy to offer you any support - speak with your volunteer manager if you would like to take part in a training session for using online platforms.

Additional information to read [here](#):

- Health, safety and wellbeing
- Personal safety checklist
- Sharing information responsibly

What you need to know

- The format of speaking opportunities will vary from being formal to more of a conversational style talk, depending on the audience and the topic.
- Always speak with your volunteer manager if you wish to edit the slide deck.
- We will support you to tailor the information to the audience, for example, the content we share with schools will be different to that of the general public or medical professionals.
- If you are comfortable sharing your own story, this can be very powerful for the audience. You may wish to share your experience of lymphoma or of someone close to you (with their permission), or why you volunteer.
- Your volunteer manager will offer a practice session with you before you deliver a new presentation for the first time.

Sharing information responsibly

When delivering talks, it's really important that the audience is provided with clear, accurate information.

This means that you must share information responsibly - it's important that you read our [Sharing information responsibly](#) briefing sheet.

You aren't expected to know everything about lymphoma. Even if your knowledge is good, it's important to understand the right level to share.

Remember we have a 'no-advice' rule.

Your role will be to share an overview about what is lymphoma, who Lymphoma Action are and what we do, using the content shared on the slides.

It's fine to be honest about not knowing the answer or to say that the information is beyond the scope of your volunteer role. It's always best to signpost people to Lymphoma Action's website.

If you share your own lymphoma experience, make it clear that this is personal to you as everyone's experience is unique to them.

Top tips

Know the technology

- Practice delivering your talk with the technology in advance. This will also help you get to know the content.
- Always test your device audio and video is working beforehand, as well as on the day too.

Eliminate distractions

- Find a quiet, well-lit place, free from possible interruptions.
- Close down background applications to avoid pop-ups during your talk, for example, email notifications.
- Lymphoma Action has a branded virtual background that you may wish to use – please ask your volunteer manager.
- Avoid wearing clothing with large logos and stripes, which could be distracting and may be distorted on camera.

Relax and enjoy the talk

- Don't let the camera feel like, or become, a barrier between you and the audience. You can deliver the talk as you would in person – smiling and varying your speed and tone of voice.

Engage your audience

- Connect with your audience by looking straight into your camera as much as possible, rather than the screen.
- Encourage the audience to use the chat box, or 'raise hand' button to ask questions.
- When taking questions at the end of a presentation, end your screen share, so they can see and engage with you.
- If you're confident with the technology, discuss with your volunteer manager about the possibility of using other features, such as polls.