

# PRESENCE

You set the meeting's tone whether in person or virtually.

**1 Decide your goals, results, & intended impact** before you even start.

**2 Be intentional about your intentions.** Stay present & stay intentional about your presence & the goals of the meeting & share them proactively.

**3 Practice intentional energetic presence (IEP)** with your facial expressions.

**7 Focus holistically** on the people, the content, & the reactions—not on yourself.

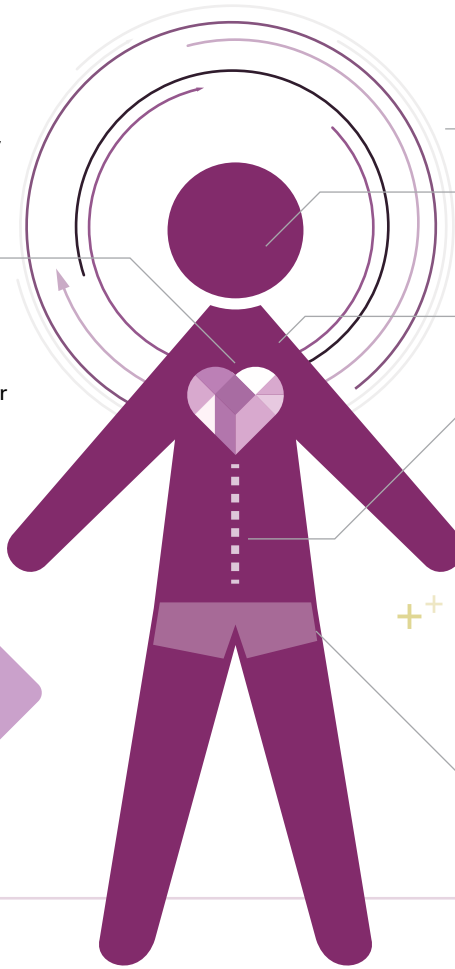
**4 Work your posture.** Stand up. Walk around. Lean back. Smile. Engage your body.

**8 Check your tone,** pacing, breathing, & what you're thinking about them.

**5 Think of your audience.** They're experiencing you. Give them a positive experience.

**6 Dress well.** The better the underwear (& shoes), the more fully you'll show up.

**9 Watch your background.** No one wants to see your messy space on camera.



# CONTAINER

Make sure your environment is set up to have a good meeting.

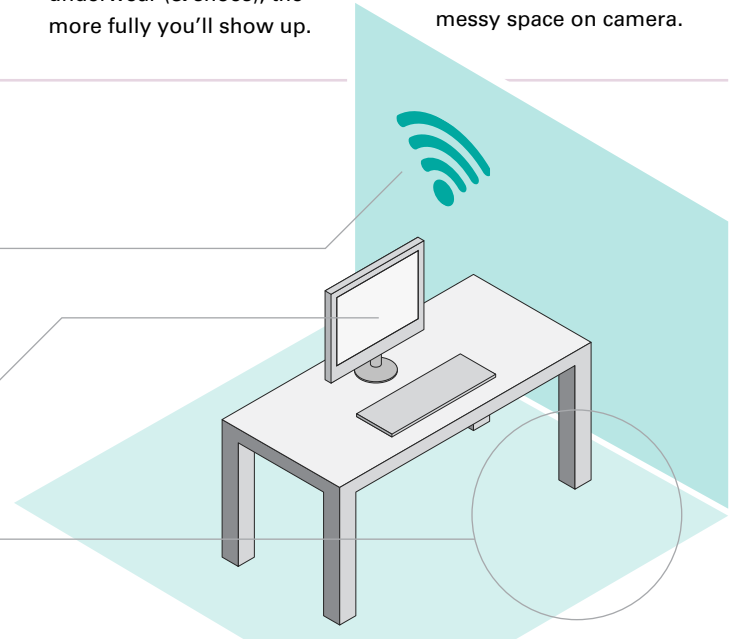
**Hit the head.** Relieve yourself. Brush your teeth. Dance a little jig. Talk to the mirror.

**Practice punctuality.** Be on time. Kick it off right with presence & respect.

**Clear the connection:** phone, WIFI, & sound should all be working. Close all non-essential tools.

**Configure the camera.** Call from a good connection. Pay attention to your background.

**Set the scene.** Have a clean space, good lighting, & don't multitask.



# SHOW UP

It's your job to be present throughout the meeting & create an engaged environment.



**Presence.** Put away your phone, email, & other distractions. Pay attention to the room.



**Addition.** Be a positive energy in the room. Make your presence an energetic contributor, not detractor.



**Posture.** They may not be able to see you, but they can "feel" & hear you.



**Face.** It's worth mentioning again: your face should reflect your intention.



**Energy.** Whatever you're thinking, people feel it energetically—it's expressed in your presence.

From the IEP Leadership Method. More info:  
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# YOUR VIRTUAL PRESENCE

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