



## Virtual Event Speakers Guide

Presenting through this virtual event platform is very much like presenting at a traditional event: attendees will be able to see and hear you, and you'll have the opportunity to display slides or other supporting material as you deliver your presentation. The main difference is that you may be thousands of miles away from your audience.

As a presenter, you can use your home computer with a webcam to present. You will have the opportunity to "share your screen" with the audience so that they can see slides or other material while you are speaking.

### Requirements

- Desktop or laptop computer with at least:
  - Mac: Mac OSX 10.7 or later
  - Windows: Windows 10, 8, 8.1, 7, Vista (SP1 or later), XP (SP3 or later)
  - Ubuntu: 12.04 or later
  - Linux: Red Hat Enterprise Linux 6.4 or higher

***While it is possible to present from a tablet or mobile phone, it is not recommended. However having tested this as a backup option is advised.***

- Processor / RAM
  - Single Core 1Ghz or higher (Dual core 2Ghz or higher, 4G RAM recommended)
- Browser
  - Windows: Chrome 30+, Edge 12+, Firefox 27+, or IE 11+
  - Mac: Chrome 30+ or Firefox 27+
  - Linux: Chrome 30+, Firefox 27+
- Bandwidth
  - 1.5 Mbps "up" minimum (3+ Mbps "up" recommended)
  - Hint: Use [speedtest.net](http://speedtest.net) to test
- Hardware
  - Webcam
  - The microphone and speakers that come built-in to most computers is adequate, but a headset with a boom mic or a stand-alone microphone will

- create a richer, cleaner sound. There are dozens of models, wired and wireless, available on Amazon for less than \$100 with 4-star or better ratings.
- A second monitor is recommended, but not required

## Your Presentation

This virtual platform uses Zoom technology to power its live meeting functionality. We recommend installing the Zoom software for best results. You will be prompted to install the application when you begin your webinar, but we recommend installing in advance to streamline your presentation at show time. This is free software.

### Preparation Before the Event:

1. Install "Zoom Client for Meetings" for [zoom.us/download](https://zoom.us/download)
2. Use the link provided by your event organizer to sign-in to your account on the virtual event site. After setting a password so you can sign in later, we recommend you complete your profile, including uploading a photo.
3. Use the menu at the top of the page to visit the agenda, find your session and visit its page.

**Important Note:** On Mac computers, you may need to update your security settings if you wish to share your screen during your presentation. You can do this through **System Preferences > Security & Privacy > Privacy > Screen Recording**. Check the option for zoom.us.



For more information, see

<https://support.zoom.us/hc/en-us/articles/360016688031>

## How to Upload a File to Your Session Page

Log-in

Select: **Agenda**

Locate your meeting and select it

Select: **Manage**

Select: **Add New File**

in the *Display Name* field, type the name you'd like to be displayed with the file

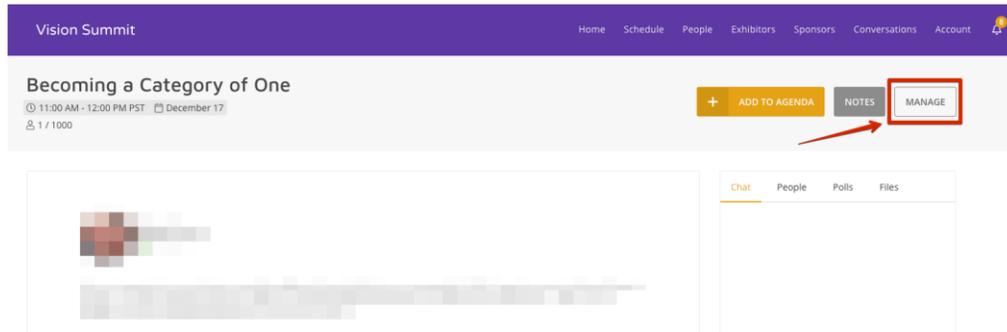
Click: **Upload** to select your file

Click: **Save**

**Note:** Files must be under 20MB to be uploaded. Please compress larger files or consider a different file format. In particular, PowerPoint slide decks are large files, so consider exporting your deck out of PowerPoint to a .pdf which is a smaller file.

## Setup and Manage Polls

If you wish to create "Polls" for your audience to respond to during your talk, you can access this option through the "Manage" button on your session's page.



Log-in

Select: **Agenda**

Locate your meeting and select it

Select: **Manage**

Click: **Polls** tab, then **Add New Pool**

Select: **Poll Type** - Multi-Choice or Free-Text Entry

Complete all required fields and click: **Create**

Poll results will, by default, be displayed within the app. You may choose to hide your poll results from the attendees by choosing: *"Only speakers can view poll results"*

You may also choose to hide the polling option itself until the session starts by choosing: *"Hide poll from attendees until session starts"*

When it's time for the attendees to use the poll, instruct them to use the area on the right of the screen. You will see their answers appearing in real time. Additionally, there is a link inside the Manage menu for displaying the results in full-screen mode.

## Day of Presentation

### 20\* minutes prior to your presentation

1. Visit your session page on the agenda.
2. Click: **Manage** (upper right of screen)
3. Click: **Start** if you are the primary speaker with responsibility for "starting" the webinar, otherwise you can click "Join as Panelist".

This will launch the Zoom meeting application and enter you into a pre-presentation area. During this time, you **will** be able to see and hear other presenters, and they will be able to see and hear you. However, the "attendees" **will not** be able to see or hear you, nor will they be able to see anything you screen share until three minutes before the scheduled start time, when attendees will be allowed in.

*\*If you log-in more than 20 minutes prior to your session, you will need to refresh your screen to see the **Start** button.*

- Check how your name is listed.
  - Click: **Participants** and your name will appear.
  - Click: **More** and then **Rename**, if it is not correct.
- If other presenters or event staff are present, ask them to verify that your sound levels and microphone positioning are correct. If you don't have anyone available to check your sound, note that the microphone icon on the bottom left of your Zoom control panel will show green when it is receiving input.
- Check that you are able to share your screen. Note that on Mac computers, you may need to adjust your security settings (see above).

Approximately one minute before the scheduled start of your presentation, the "**Host**" of the webinar should click the "**Start Broadcast**" button. Note that only the person designated as the "Host" will have access to the "Start Broadcast" button.

At this point, attendees will be able to hear you, and if the presentation is being recorded, the recording will begin. You may wish to screenshare a slide indicating that you will be starting soon or greet your audience and let them know that you will be starting soon. You can engage in some small talk with the audience before the meeting starts to add a personal touch.

Note: since it may take a minute or so for all the attendees to "join" the webinar, you may wish to wait to begin the presentation until you see the participant count level off.

## Zoom Controls

The Zoom toolbar will appear once you have launched the Zoom application. It consists of the following controls:



- **Mute:** allows you to silence yourself. Use this if someone else is talking and the system's natural echo cancellation is not working. The up-arrow next to "Mute" can be used to select your audio input (e.g., switch from your computer's microphone to a headset).
- **Start Video:** This allows you to turn on your webcam. The up-arrow next to "Start Video" will also give you access to the "virtual background" feature.
- **Participants:** Allows you to see the names of the people watching. You can also use this to allow individual participants to be heard.
- **Share Screen:** Allows you to share what is displayed on your monitor with viewers. If you have dual monitors, you can select which monitor to display and which to reserve for your reference and notes.

## Pro-tips and Best Practices

- **Presentation:**
  - **Content:** Since there may be an international audience, be mindful of the time zones and language differences. Don't use slang or jargon as your audience may not interpret it the same way. This may be viewed after the event, so the material needs to have a shelf life.
  - **Slides:** To keep the audience engaged, for every 20-45 seconds, you will need to either present a new slide or highlight something on the existing slide. Use pictures and minimal text (3-5 words per slide | large font and high color contrast). Less is more – focus on the "Must-know".
  - **Delivery:** look directly into the camera as often as possible to make eye contact with your audience. Speak with conviction, at a moderate rate, vary your pace and add pauses as appropriate. IE: Pause after bringing up a key point or a new slide – this gives you a moment to think and allows the audience to process the information. Don't rush through your presentation. When you are "listening", look directly into the camera or it will look like you are not paying attention.
  - **Audience interaction:** Create opportunities to engage your audience – ask viewers to submit questions in the comments / chat tool. Ask viewers to participate in polls or quizzes.
  - **Practice, Practice, Practice**
  - **Be Natural**
- **Attire:**
  - Wear solid colors: jewel tones, navy suits (better than black / gray)
  - Avoid stripes or wold patterns
- **Set your camera at eye level:** Often, this means propping up a laptop. You want your head and shoulders to take up the majority of the frame. Ideally, the top of

your head will touch the top of the frame and the camera will be capturing you straight-on or looking slightly down on you.

- **Position your self-preview window near your webcam:** Use your mouse to move your video preview of yourself close to your webcam. This will encourage your eyes to look near the webcam, rather than off to the side, giving your viewers the impression that you are looking at them.
- **Check your light:** The best lighting is diffused, from both sides and not overly bright. Two small lamps on either side of your computer, placed slightly behind the camera, is a simple way to achieve attractive lighting. **Avoid having a window behind you**, as this may create a "witness protection program" effect.
- **Charge your headset:** Ensure that your computer and audio equipment are fully charged.
- **Green screen:** Zoom has the ability to create "virtual backgrounds" behind you. These are not required but can be handy to obscure a cluttered background. These work best if you have a true "green screen" behind you, but it is not strictly required if your computer has sufficient hardware. Click the up-arrow next to the "Start Video" button on your Zoom toolbar to access the virtual background feature. Choose from the images provided or upload your own. We recommend nature photos from [unsplash.com](https://unsplash.com), but remember, keep it simple! You are the star, not your background.
- **Don't compete for bandwidth:** If you are presenting from a location with consumer-grade Internet bandwidth, ensure that you are not competing for bandwidth with others in your household. Someone may have to take a break from Xbox gaming.
- **Silence the interruptions:** Mute your phone and exit any programs that might pop up notifications during your presentation (e.g., Slack, Outlook, Skype, etc.) If you have pets, children or poltergeists, take precautions to ensure that they do not disturb your presentation.
- **Q&A:** Practice how you will handle questions. Keep responses short and to the point. Have a few questions to suggest and answer yourself to get the audience to participate. Remember there is a 3-10 second lag time so don't be afraid of silence.
- **End of Presentation:** Remember to say good-bye and thank everyone for attending.
- **Backups:** Provide show management a backup of your visuals and presentation.

**Questions:** Please reach out to show management for additional assistance.