Speaker Training

& tips for presenting online

ATIV SOFTWARE

Roles

Host start/stop the Meeting or Webinar

Co-Host ability to assist host with special rights (mute, unmute audience, control participants)

Panelist speak, share screen, use chat (if enabled)

Participant
Zoom Meeting: unmute, camera, chat, raise hand
Zoom Webinar: raise hand, chat/Q&A if available

Bandwidth

FAST

Your Internet speed is

57 Mbps

Latency

Unloaded	Loaded
20 ms	**171** ms

Upload

Speed
16 Mbps

Most important: Upload Speed for

- Audio
- Video
- Screen sharing

Test your bandwidth now https://fast.com
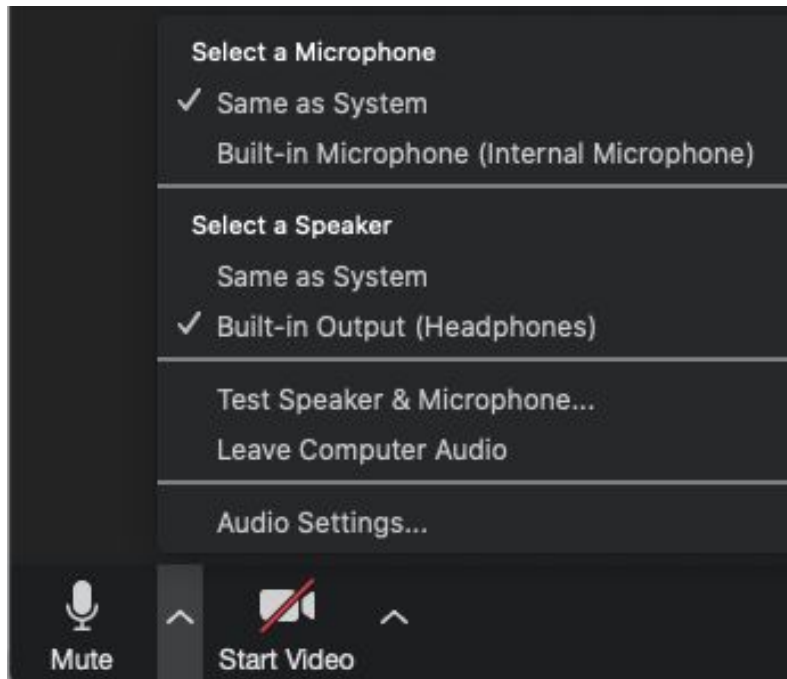
Minimum Download speed: 4+ Mbps
Minimum Upload speed: 2+ Mbps

Plug in: Use Ethernet cable connection

ATIV
SOFTWARE

Microphone

Select a Microphone
- ✓ Same as System
- Built-in Microphone (Internal Microphone)

Select a Speaker
- Same as System
- ✓ Built-in Output (Headphones)

Test Speaker & Microphone...
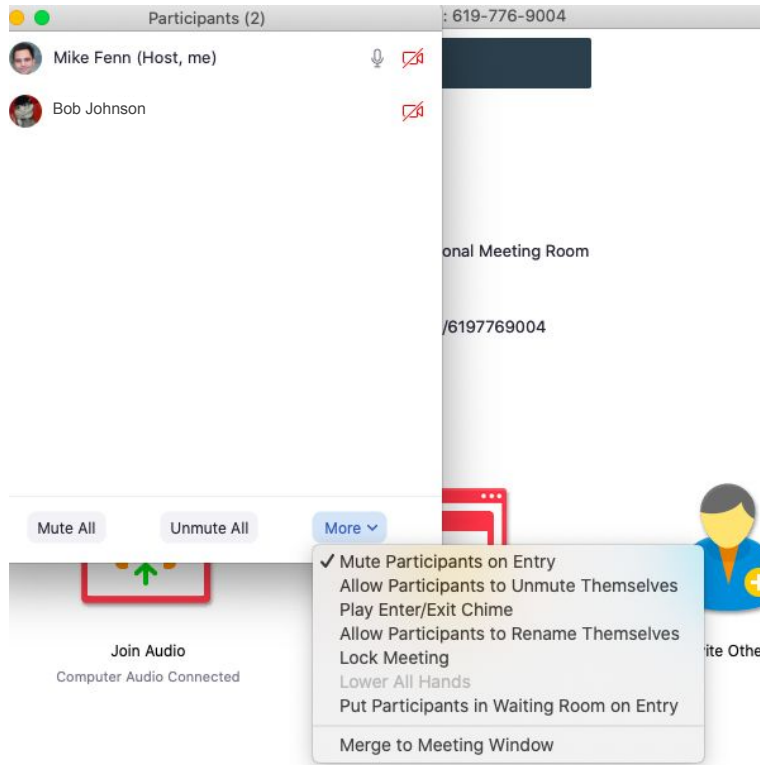Leave Computer Audio

Audio Settings...

Mute   Start Video

Use the microphone button to:

- Mute/unmute yourself
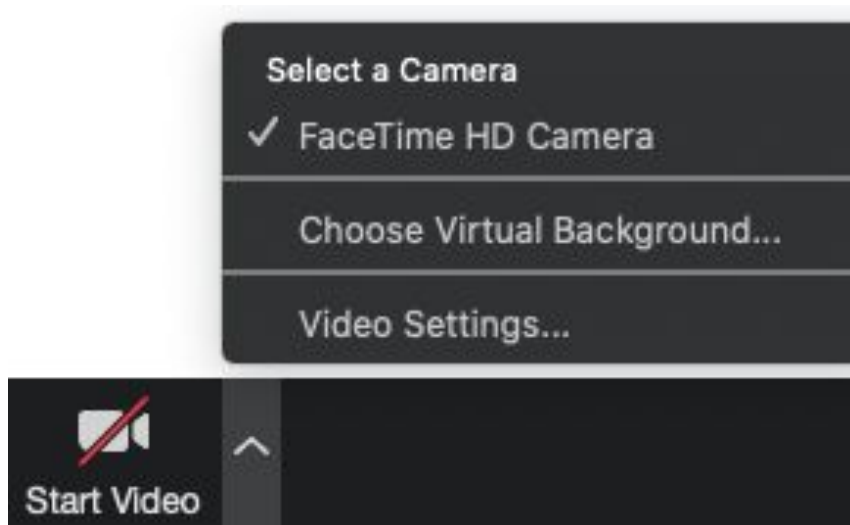- Select a microphone source
- Select a speaker source

Attendee Audio

Zoom Webinar

- Attendees are automatically muted

Zoom Meetings

- Mute all
- Choose if you want to allow attendees to unmute themselves
- Lock the meeting

Camera Control

Select a Camera

✓ FaceTime HD Camera

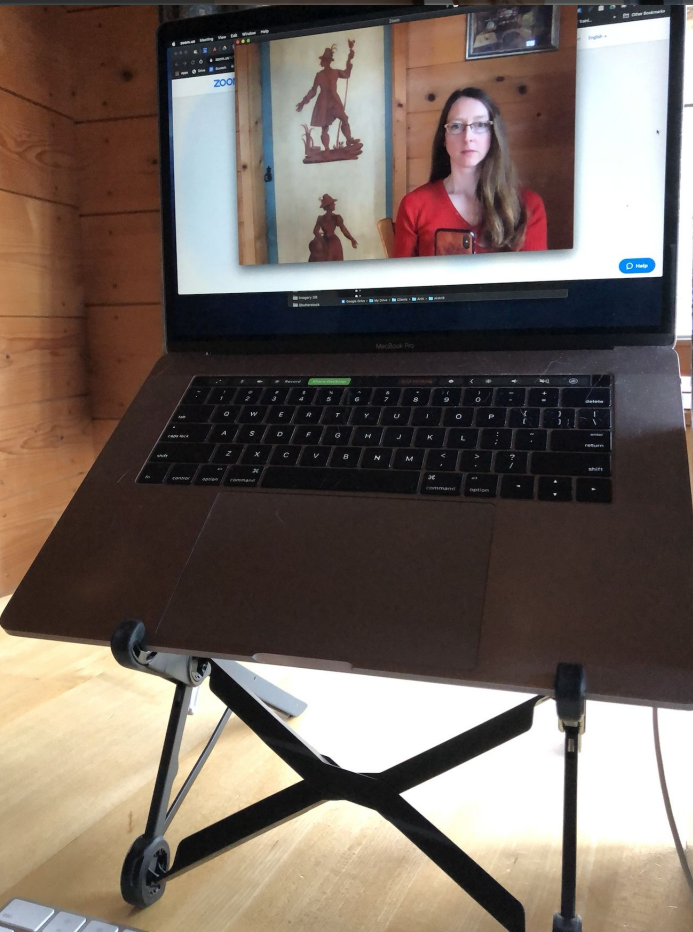Choose Virtual Background...

Video Settings...

Start Video

- Enable your device's webcam
- Select a virtual background
- Pro tip: Select T**ouch Up My Appearance** in **Video Settings**

Tip: use video to recreate the personal, face-to-face connection typically enjoyed at conferences
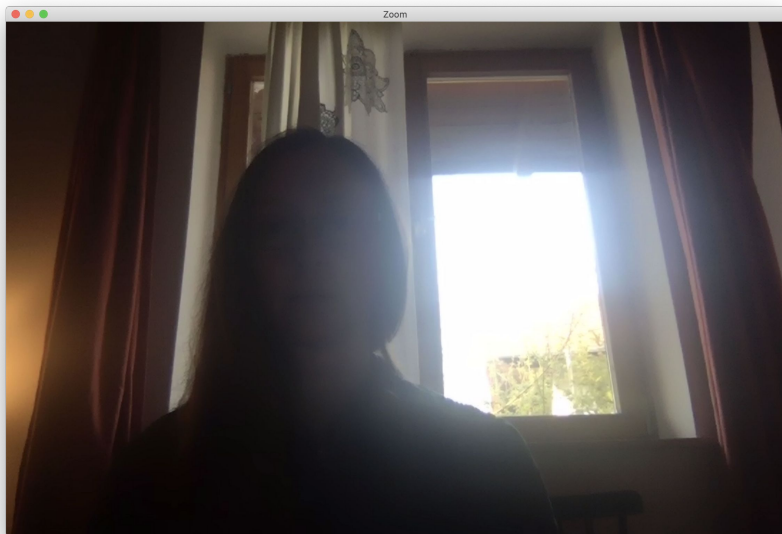
Camera Position

Camera at eye level to 'look' at your audience (not down or up)

- Laptop stand (e.g. Roost on Amazon)
- Books
- Boxes

Sit a bit further away from your screen than normally, ideally so your arms can be seen and you can use gestures.

Look at the camera to look at your audience.

Camera Direction

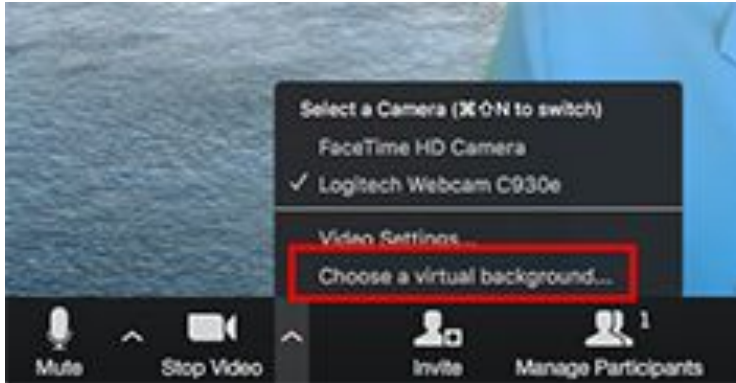Don't have the camera face a bright light source

Ensure your face is well lit

Background

Flickr | Karen Green

Flickr | Fairfax Home

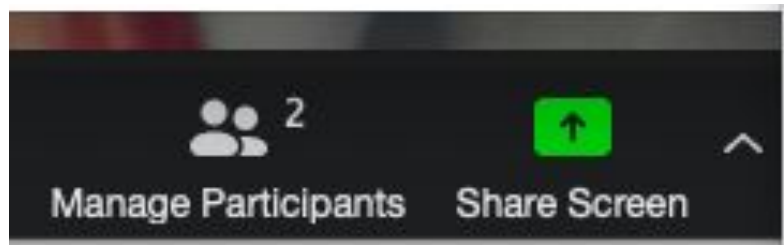# Virtual Background

Video > Choose a Virtual Background

Alternatively apply a virtual background (avoid distracting motion backgrounds)

Your organizer may provide you with a specific background image to use

Best virtual backgrounds

https://www.techrepublic.com/article/the-best-virtual-backgrounds-to-use-on-zoom-for-your-next-business-meeting/

Screen Share

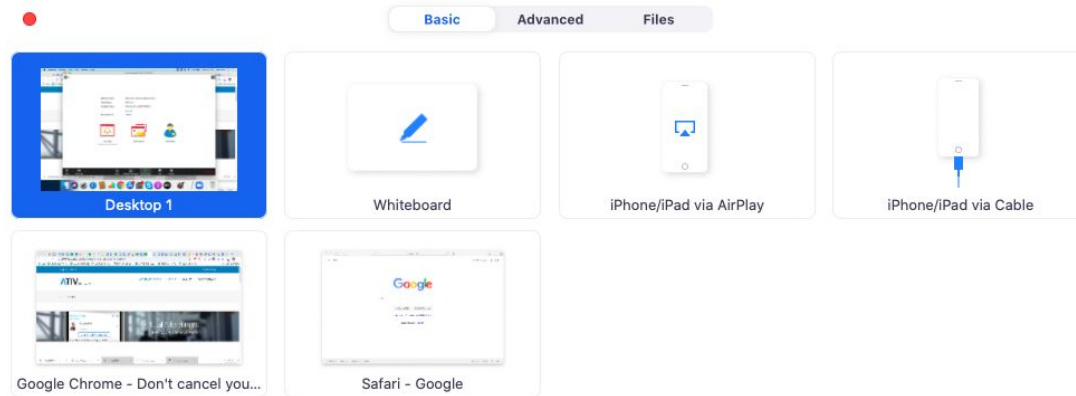Click the green arrow to share your screen including presentations, abstracts, and even videos

Do not change existing screen sharing settings so only hosts, co-hosts, or panelists are allowed to share
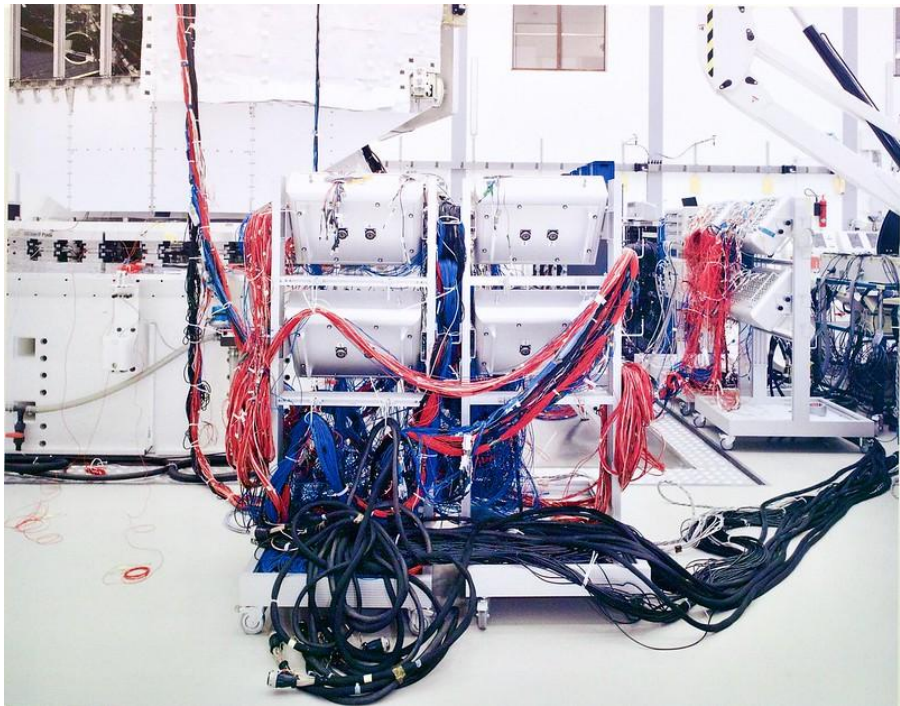
Playing Videos while Sharing

To share a video with audio, click the **Share computer sound** box in the lower-left corner of the screen sharing selection window
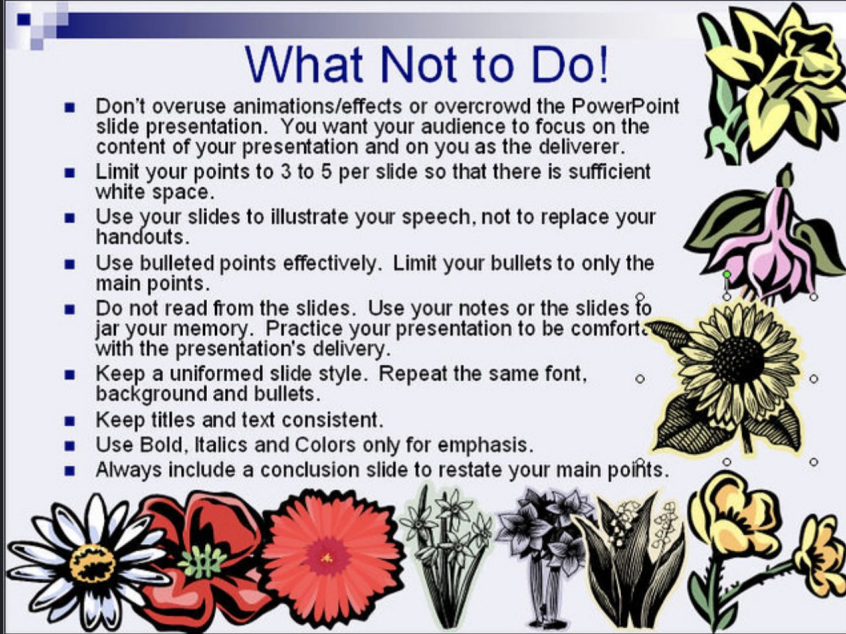
Common Technical Problems

Trouble with your webcam, microphone, or audio not working?

- Check to make sure the microphone/video/speaker buttons are toggled
- Close other applications that may be using your microphone, camera, or speakers
- Review Zoom's Troubleshooting tips for additional solutions

Flickr | Pedro Simoes

Presentation Tips

What Not to Do!

- Don't overuse animations/effects or overcrowd the PowerPoint slide presentation. You want your audience to focus on the content of your presentation and on you as the deliverer.
- Limit your points to 3 to 5 per slide so that there is sufficient white space.
- Use your slides to illustrate your speech, not to replace your handouts.
- Use bulleted points effectively. Limit your bullets to only the main points.
- Do not read from the slides. Use your notes or the slides to jar your memory. Practice your presentation to be comfort: with the presentation's delivery.
- Keep a uniformed slide style. Repeat the same font, background and bullets.
- Keep titles and text consistent.
- Use Bold, Italics and Colors only for emphasis.
- Always include a conclusion slide to restate your main points.

Reading Your Slides

- Either speak freely or act out your script - your voice creates engagement
- *Try it: Record yourself giving your presentation and then listen to it - that's what your audience is going to experience*

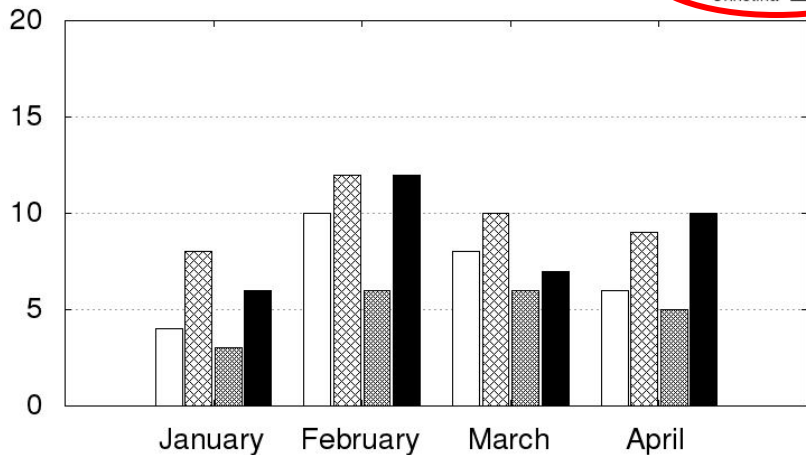Flickr | astabraksabah - PowerPoint

Presentation Tips

Being Too Slow on Slides

- Max 1 min per slide to avoid losing attention span
- Pick up the pace
- Spread content over more slides
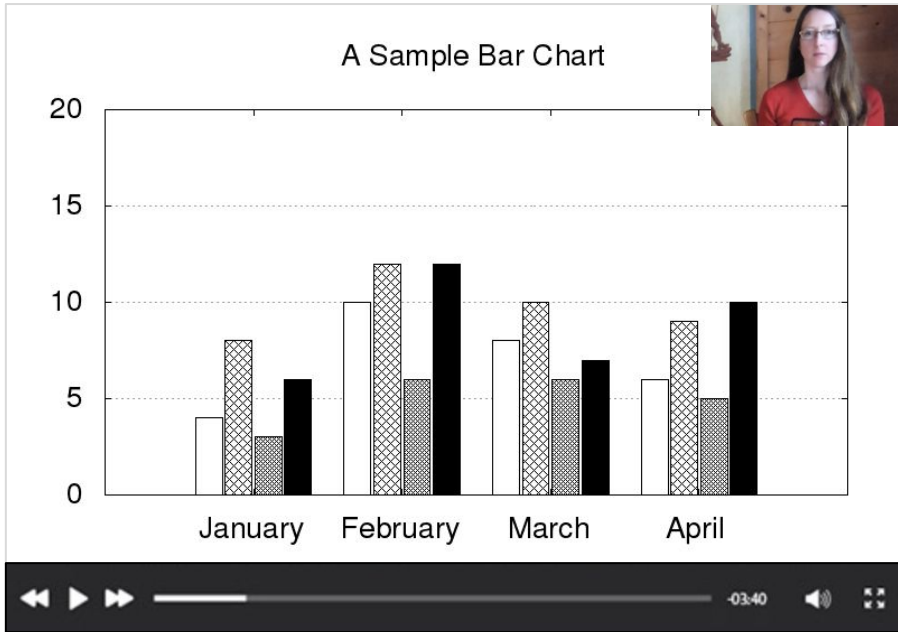- Graphics instead of text

Presentation Tips

A Sample Bar Chart

Filling Top Right Corner

- Zoom **recordings** always display the active speaker video in the top right corner (even if moved during the live session), which covers your slide content

Presentation Tips

Filling Top Right Corner

- Zoom **recordings** always display the active speaker video in the top right corner (even if moved during the live session), which covers your slide content
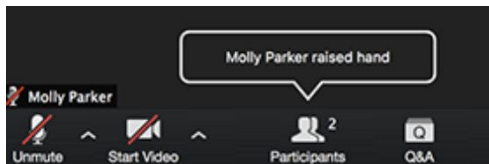
Presentation Tips

Using Small Fonts

- Impossible to read for participants on mobile devices
- Recommended font sizes 18+
- *Try it: PDF your presentation and pull up the PDF on your phone - can you read the text?*

Flickr | Tarique Hasan

Presentation Tips

Not Knowing the Tech

- Practice with the technology in advance
  https://zoom.us/test
- Know the features
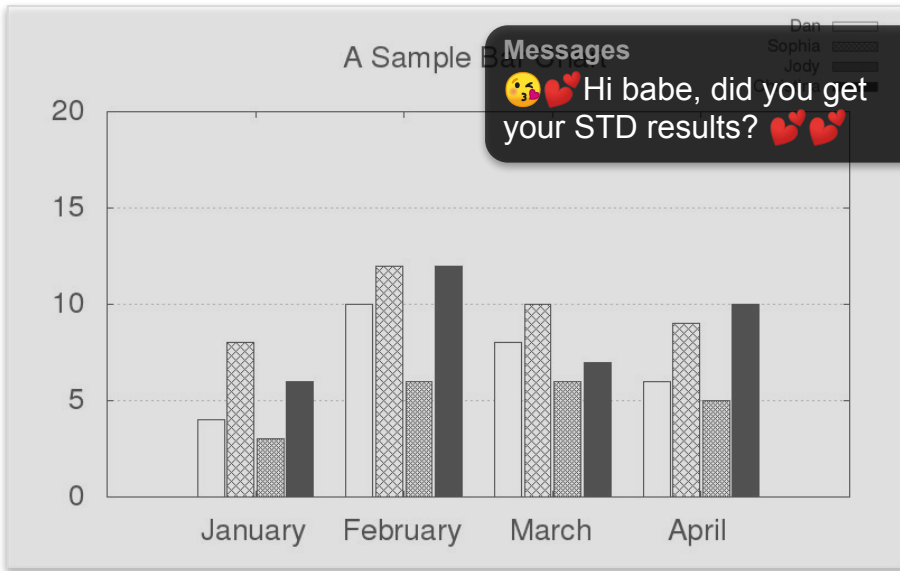
Presentation Tips

Forgetting the Audience

- Involve the audience via chat
- Respond to the tough questions
- In smaller meetings, ask participants to raise their hands and unmute them to speak to start a conversation (Host or Co-Host can unmute **Participants**)

ATIV
SOFTWARE

Keeping Your Door Open

No, Tinker, out!

Presentation Tips

Displaying Notifications

Close all other running applications on your computer

Turn off all notifications (on your computer, look for Notification Center or a Do not disturb option)

How to set Do Not Disturb on Mac

Presentation Tips

Exceeding Your Time

Stick to your allotted time

Webinars and Meetings must end on time