

# zoom

## Tips for Presenters

# Look your best

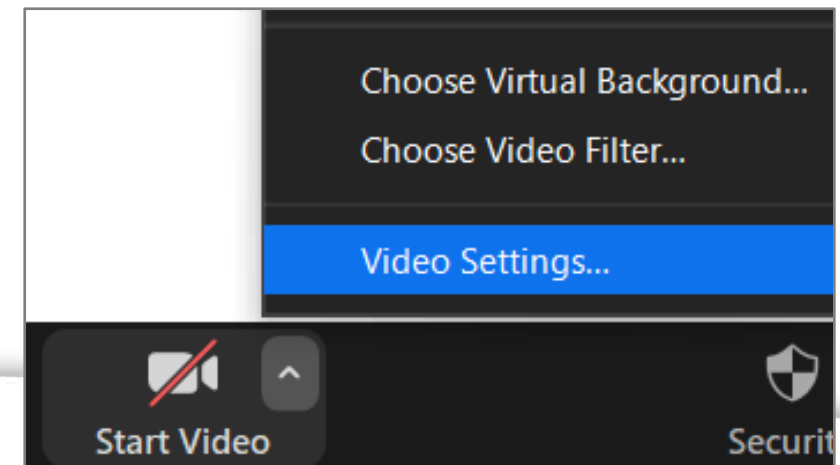
**LIGHTS:** Make sure you are in a well-lit area with light overhead and/or in front of you. Avoid areas with window light directly behind you.

**CAMERA:** Put your camera at or slightly above eye level (use a stand, or stack of books if you are using a laptop). Make sure the camera is relatively close to you, so your head and shoulders are fully visible.

**ACTION:** Explore Zoom setup options select “Video Settings” and consider adding a virtual background, or “Touch up my appearance” under “Video.”



**TIP:** Use “video settings” to see your camera and make adjustments before starting your video.



# Look your best

## **BACKGROUND & SURROUNDINGS:**

Virtual Background – If your computer is capable of using a virtual background be sure it is professional and appropriate.

Surroundings – If you cannot use a virtual background, be cautious of what is behind you. Try to find an area that is presentable and clutter-free.

## **WHAT TO WEAR:**

Conference attire is business casual. When using a virtual background, wear solid colors that contrast what is directly behind you. Avoid wearing prints and busy graphics.

## **“EYE CONTACT”:**

Look directly at your camera while speaking so attendees feel more included in the conversation. Position the “active speaker” window on your screen directly under the webcam to create more natural “eye contact.”

# Sound your best

## **BANDWIDTH & COMPUTER AUDIO:**

As long as your internet connection is strong and stable, you will get the best quality audio experience by selecting “use my computer” for audio.

## **PHONE AUDIO:**

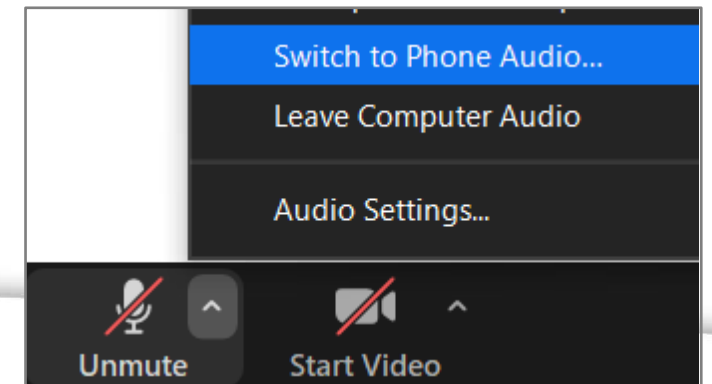
Reserve using the dial-in number for times when you don't have easy access to a computer or having issues with bandwidth or connectivity.

## **QUIET AREA:**

Choose a quiet area to present, taking into account possible indoor and outdoor noise, such as fans, dogs, tv, construction, etc.

## **HEADPHONES:**

Use ear buds or headphones to avoid audio feedback. If you can't be in a quiet area, consider using a headset with microphone.



# During your session - **PLENARY**

## **BECOMING A PANELIST:**

When entering a Plenary Session, you will be an “attendee.” The host will promote you to a panelist right before your session begins. At that point, you may switch from computer to phone audio (if needed) and start your video after introductions.

## **AUDIENCE QUESTIONS - Q&A:**

Questions will be asked in the Q&A function during the session. NASWA staff will monitor and moderate the questions and read them to the panel. Chat will be disabled for participants.

## **SHARE SCREEN:**

NASWA staff will “drive” all PowerPoint presentations. Please say “next slide” to advance your presentation.

# During your session - **WORKSHOP**

## **WORKSHOP & IT SUPPORT:**

Each workshop will have two NASWA staff: a workshop manager and Zoom IT support. These two will assist you with any technical issues and will assist with monitoring the workshop and chat.

## **VIDEO AND SOUND CHECK:**

For workshops, we recommend that you join 10-15 mins early to do a quick video and sound check with NASWA staff.

## **SHARE SCREEN:**

NASWA staff will “drive” all PowerPoint presentations. Please say “next slide” to advance your presentation.

## **AUDIENCE QUESTIONS - CHAT:**

Questions will be received in the Chat window during the session. NASWA staff will monitor and moderate the questions and read them to the panel.

# Bandwidth/Internet Issues?

## **WIRED CONNECTION:**

If using WiFi and experiencing bandwidth issues, try using a wired connection directly to your modem/router.

## **PROGRAMS AND APPLICATIONS:**

During your presentation, it is best to close all unused programs and applications on your computer. This includes web browsers, email, VPNs, and other programs.

## **OTHER DEVICES:**

If using WiFi, we recommend to boost your bandwidth by disconnecting other devices connected to your WiFi network such as: cell phones, TVs, WiFi enabled devices (printers, Alexa, Google, fans, thermostats, etc.)