



GUIDELINES FOR ANNUAL MEETING PRESENTERS AND MODERATORS

The Annual Meeting will be a hybrid event for the first time. Attendees and presenters will be in person and virtual. Please keep these tips in mind, especially for those presenting virtually.

THE DAY PRIOR TO THE PRESENTATION:

1. IMPORTANT SOFTWARE INFORMATION:

- a. **You will need to adjust your privacy and security settings to allow access Zoom to your microphone and camera.**
2. Please be prepared to use either a headset or connect via telephone to ensure the best audio quality. Speakerphones and mobile phones create echo and static.
3. It is recommended that presenters use a video camera for their presentation and check their light source. Please refer to the tips and tricks at the end of this document.
4. If multiple presenters plan to be in the same virtual room during the presentation, it's important that they share the computer. If more than presenter is signed on, audio will echo.
5. Ensure you will be using hard-wired, high-speed internet. Wi-Fi can drop during presentation.

REHEARSE WITH YOUR COLLEAGUES IF POSSIBLE:

- Confirm the order of the presentations and slide # used for each presenter.
- Confirm how you want to be introduced.
- Confirm whether you are using a headset or telephone dial in for audio.
- Run the audio test to ensure you can hear the other presenters and that they can hear you.
- Test your internet connection.
- If a webcam will be used, test the webcam function and the lighting.
- Each presenter should allow questions after their presentation.

Audio Tips:

- Best: Landline Phone Connection or USB headset connected to your computer.
- Satisfactory: Analog headset/ analog headphone analog mic

LIVE DAY CHECK LIST:

1. Remember not to type during broadcast as that will be picked up on the recording.
2. Turn off ringer on any land lines or cell phones in the room.
3. Close unused applications and programs on your computer.
4. Turn off any notifications which could come across during your presentation (such as new email notifications).
5. Run the audio test to ensure you can hear the other presenters and that they can hear you.
6. Three (3) minutes prior to the presentation, the first speaker should be ready with their slide deck with the opening slide up on their screen.
7. Staff will run the zoom software so all attendees and presenters can participate in person or virtually.

How to be an Engaging Speaker During a Virtual Presentation

1. Learn the content.

To minimize worry about forgetting elements of your presentation, include notes in your presentation file and have a printout of your script or talking points.

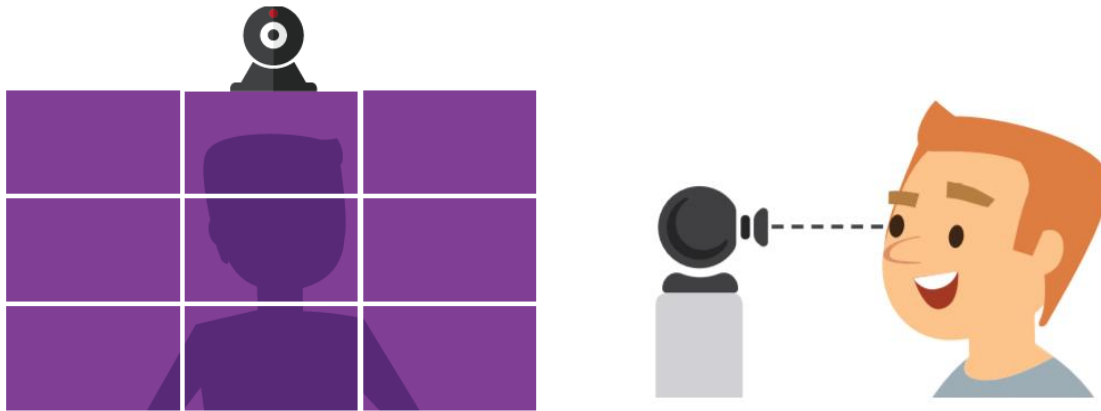
2. Practice makes perfect.

We recommend you practice your presentation in the environment in which you will deliver it, such as in front of the computer. Presenting alone to a computer can be awkward at first. To make you feel more comfortable, ask colleagues/friends to sit in front so you can present to familiar faces.

3. Look at your camera.

The computer you are planning to use, will need to have a built-in camera or an add-on one that will already be connected and working properly. Knowing how to access the webcam software will help you to adjust the webcam for the best possible picture.

Align yourself in the center of the webcam image.



Remember, the webcam is your link to your audience! Make eye contact with the camera so it appears to the audience that you are speaking directly to them.

To help achieving this, place your camera at your eye level! You can adjust the camera height or the chair you are seated on.

4. Speak up.

- Check audio levels before presenting, but also make sure to breathe at regular intervals to speak audibly and clearly. Maintaining a clear, even tone throughout the presentation will allow the audience to hear it without adjusting their volume settings.
- Use external microphones if available. Microphones built into computers and cameras often have lower quality.
- The mobility of an external microphone will allow you to place it in the optimal location for sound.
- The microphone should be close to your mouth but not so close to pick up popping “p’s” or certain words that hit the top of the audio levels.
- The microphone should not be in the camera view.
- Make sure the volume is loud enough to hear but does not pick up background noise or static.
- Do not touch the microphone while live. It will make loud noises and can disrupt the audience.

5. Be prepared.

During the presentation have a glass of water nearby to sip as needed.

Also, keep handy a printout of your slides or notes in case you need to refer to them.

6. Do not forget to smile! 😊

If you are smiling and seem interested in the content, the audience will be too.

It is important to stay professional but show some personality.

If you are having a good time, most likely the audience will be too.

Dressing for success on Camera

WHAT TO WEAR	WHAT NOT TO WEAR
<p>Blues/Cooler Tones Blue and other cool color tones enhance the presenter on camera</p> <p>Tie Long Hair Back Can interfere with microphone and distract audience</p> <p>Contact Lenses If possible, avoid glasses, which can cause glare; otherwise adjust lighting</p> <p>Make-Up Foundation helps men and women avoid looking too shiny or washed out</p>	<p>Small Patterns (e.g. polka dots) Patterns can create interference with the camera, known as a Moire effect</p> <p>Tight Pinstripes Camera interference</p> <p>Busy Colored Patterns Large patterns can distract viewers</p> <p>High Contrast (White, Black, Mixed) Camera interference</p> <p>Scarves Microphone interference</p> <p>Dangling Earrings (and Shiny Jewelry) Can reflect lighting and cause glare</p>



Choosing a Location for Your Virtual Presentation

When delivering a virtual presentation, your location plays a key role in how your audience will perceive your message. Selecting a room from which to deliver the presentation should not be a last-minute decision!

Tips for picking a location for your virtual presentation:

1. Used a hard-wired internet connection.

- Wireless networks can be fickle and are more likely to drop connections, which can disrupt the presentation. Being hard-wired will help ensure strong connectivity and clear audio and video streams.
- Turn off wireless access on the computer to ensure the computer is using the hard-wired connection. Wireless connections are often overlooked, so checking that your connection is turned off can help to eliminate video mishaps and dropped audio.

2. Make sure it is private.

- Your location of choice should have doors that can be closed, to block out interruptions. If necessary, a note on the door can alert others to be quiet during recording.
- **Mind your background! Be aware that what is behind you will be seen by the audience if you are using video, including your open closet doors, your family, and pets.**

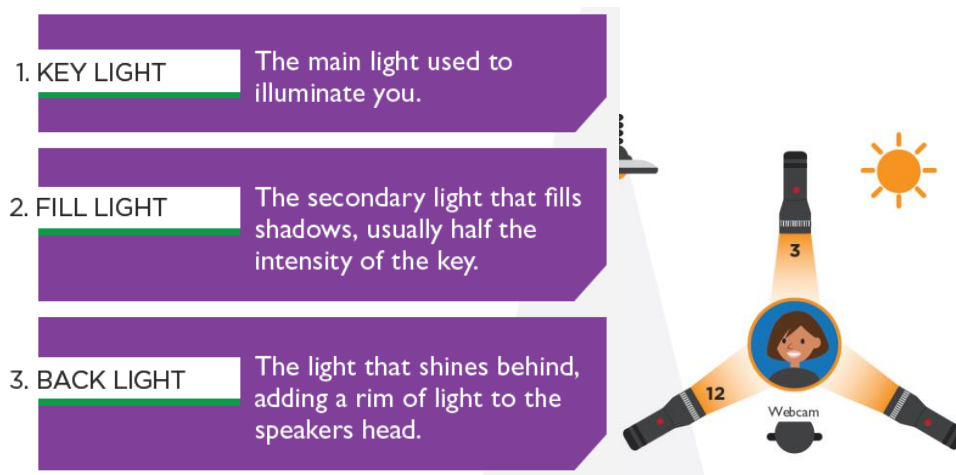
3. Make sure it is quiet.

- Rooms that are near common areas (e.g., conference rooms, bathrooms or kitchens) can disrupt the session.
- Pick a more secluded location to block this out.
- If connecting from your place of work, email people who frequent the presentation location and ask them to be respectful of their volumes.



4. Control the lighting.

- Interior rooms with no natural light source may require additional lighting to brighten the space.
- If possible, use a three-point lighting strategy.



- Use natural light when possible. By using it, you can adjust the total look with overhead and additional lights as needed. An open window behind you can make you look dark, better keep windows in front of you.
- You can use the natural light to illuminate your face, adjusting blinds as needed.

5. Control noise from equipment.

Manage noise by turning off fans, telephones, computer speakers or public address systems. Keeping ambient noise to a minimum is important for a good virtual experience. If you cannot control noise-generating equipment, another location would be best.

6. Sit in an adjustable/non-swivel chair.

For video presentations, comfortable and stationary seating is preferred. If possible, use chairs that are adjustable for height but do not swivel. Swiveling on camera creates a poor attendee experience and can be distracting.

7. Use a laptop.

For optimal use, it is better to use your laptop, please refrain, if possible, from using tablets or mobile devices for presentations.

By following these tips, you will create a great atmosphere for your virtual presentation that both looks and sounds professional for the remote audience!