



TIPS FOR PRESENTERS

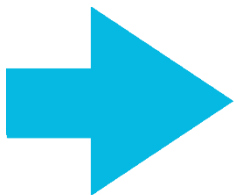


DRESS TO IMPRESS & SET THE STAGE

Just as you would at a traditional meeting, dress professionally for your virtual presentation. Smile and use gestures as you present. Try to place your computer so the camera is at eye level (try placing it on a stack of books). Make sure you're well lit from the front. If you have too much light behind you, you'll appear dark and the audience won't be able to see your face.

WHERE TO LOOK DURING YOUR PRESENTATION

To make meeting participants feel like you're speaking directly to them, make sure to speak to the camera – NOT to the screen.



ADVANCING YOUR SLIDES

When it's time for you to present, you'll be able to advance your slides on your own. We can also handle this for you if that's more comfortable. Please advance your slides **using only the arrow keys**, and do not touch any other keys on the keyboard.

LOG IN EARLY TO TEST AUDIO AND VIDEO

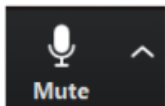
Log in at least 15 minutes before the meeting start time so we can test your audio and video. If you have a microphone or headset with a microphone, it will produce better sound quality. There are some helpful Zoom functions referenced at the bottom of this sheet.



BE DESCRIPTIVE

Describe what's on the screen if you're referring to content pictured on your slides. Remember, some of our attendees are visually-impaired and some are on the phone line only with no screen.

Mute is **OFF**



People **CAN HEAR** you

Mute is **ON**



People **CAN'T HEAR** you

Video is **ON**



People **CAN SEE** you

Video is **OFF**



People **CAN'T SEE** you