

# Presenter Zoom Cheat-Sheet

## 2020 WWW Virtual Conference

If you are new to Zoom, please refer to the Attendee Zoom Cheat Sheet for the basics on using the platform. This document will provide the extra information you will need as a presenter but will assume you know the basics on using Zoom.

### PREPARING FOR CONFERENCE:

Prepare for your workshop presentation just as you would for an in-person conference. If you've never used Zoom to present, you might want to do this enough in advance to practice with Zoom before the conference.

Zoom offers presenters the flexibility to use Powerpoint or Word handouts or other "flat files" within their presentation. If you normally use these, you can prepare them as usual. You should not need to make adjustments since most attendees will use their laptops or tablets. A few may use phones so you should be aware that smaller fonts are less readable on small devices.

We recommend you do NOT plan to use internet during your presentation. Because you will be using internet to link to Zoom, adding internet within your presentation complicates the connection by adding extra bandwidth. As well, video files do not translate well because of the larger bandwidth involved. If you absolutely MUST include a video clip, we recommend you contact the conference chair well ahead of time and that you have the tech skills and Zoom experience to do this. It's an advanced technique.

You may snip images from the internet and paste them into a Word (or similar) file or Powerpoint if you need to "show" something from the internet. This will eliminate the double layer of internet within internet.

We will be recording sessions and you will be asked to sign a release form. This will be sent to you prior to the conference and will include acknowledgement of the recording, permission for us to record, and assurance that you have not violated copyright laws in your presentation.

Communicate with your moderator prior to the conference. We will let you know contact info a week or two ahead of time. Let your moderator know if you want to be reminded of time as you near the end of your hour and how you want to handle questions and comments. During your session, the moderator can monitor the CHAT screen for you to collect questions and note HAND RAISING, etc. Some presenters find it easier to ask attendees to wait until a Q&A time and call on them to UNMUTE and ask their questions on screen. More info below on this topic.

## PRACTICING AHEAD OF TIME

You can set up a free Zoom account to practice. Just open a meeting (with just you or anyone that offers to be your audience) and record the meeting. You can then experiment and play back the recording.

You'll want to assure you have good lighting, that you have your camera tilted at the correct angle, and that sound from other sources is minimal. If you are using a script, experiment with where to put it and how to turn pages. Practicing ahead of time helps with this.

### TIPS:

Prepare your background. When your background is uncluttered, the focus stays on you. You can also use a virtual background. You can read more about how to do that on the Zoom Help Center. <https://support.zoom.us/hc/en-us/articles/206175806>

Your camera should be at eye level. You may have to adjust the angle of your laptop screen or raise your laptop by putting something under it (best option). You will want to make eye contact with attendees which means looking directly at the camera not at your image on the screen.

Lighting should be good. You might have to adjust shades/curtains or use a lamp near your computer. You will want to look professional so pajamas are not recommended.

Noise can be an issue. Everyday sounds can be picked up easily so be aware of street noise, household noise, your family and pets, etc.

Gestures and interruptions. If you tend to use hand gestures, be aware they can be distracting on the screen so keep them to a minimum or use them wisely. Advise your family to stay out of the room. If you do have unexpected children or pets run in (because that does happen), have a plan to address it.

Rehearse! I used the free version of Zoom to practice use of the platform, obtain the best image, and to practice the flow of the presentation.

## EXTRA HELP

WWW has recruited Zoom Buddies who will help walk first-timers (including first-time presenters) through the process prior to the conference. Contact [wwwconference2020@hotmail.com](mailto:wwwconference2020@hotmail.com) and we'll hook you up!

There are a ton of YouTube videos on Zoom if you want to explore them. Remember, you only need the basics as an attendee: joining a meeting and basic meeting control buttons.

If you prefer to read in more detail about Zoom, you may check out the Zoom Help Center online. Just look up what you want to know and click on the links. <https://support.Zoom.us/hc/en-us/articles/206175806>

## ON CONFERENCE DAY

Be ready to join your meeting room ahead of time. You will have 15 minutes before your start time during which attendees will flow in and socialize, receive instructions, etc. You do not have to be there the entire 15 minutes...your moderator will handle welcoming everyone. You should join the meeting at least a few (FIVE) minutes before start time so your moderator knows you're there.

Follow the instructions on the ATTENDEE cheat sheet to join the meeting. Once you are there, the meeting room host will give you CO-HOST status so you can use the SHARE SCREEN feature (for Powerpoint, etc.).

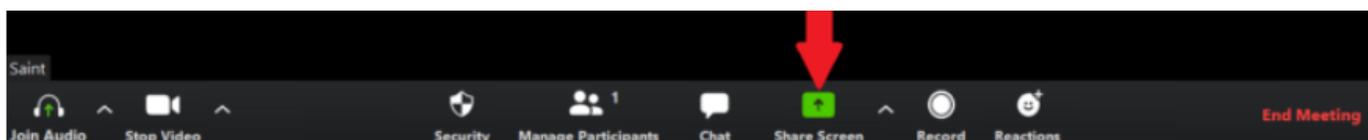
## USING ZOOM AS A PRESENTER

You'll use all the controls mentioned in the ATTENDEE cheat sheet and a few more.

### FOR POWERPOINT OR OTHER FLAT FILES:

Open your file on your computer ahead of time and minimize it. It should show up at the bottom of your screen for now. You should avoid having a lot of other programs open and running in the background. Just the program/file you will be using in your presentation.

You will be using the SHARE SCREEN feature. As a Co-Host, you will see this box at the bottom of your screen. It's a green icon located a little to the right of center.



Click on SHARE SCREEN. This will pull up a screen of all your open files. This is visible to you but not to the attendees. Locate the file you want to share on screen double click on it to bring it onto your screen.

If it is a Word document, it will open and you can scroll using your mouse. You will see your image on the right. When you are done sharing the document, click STOP SHARE at top of the screen and you will be returned to normal view.

If it is Powerpoint, it will open and you will see two bars at the top of the screen: the Powerpoint bar and the Zoom bar, which sort of floats over the Powerpoint bar. On the Powerpoint bar, click on SLIDE SHOW. When the next bar comes up, click on FROM BEGINNING. When you see your image pop up at the right side, you know you are sharing both images with

attendees. When you finish or no longer wish to show the Powerpoint, click on STOP SHARE on the floating Zoom bar at the top of your screen.

## FOR AUDIO FILES

You can share audio files on Zoom as well. There are two ways to do this.

To share from a platform you are accessing on your browser: Remember, you have to use more bandwidth to do this since it is an internet connection within an internet connection. You should only do this if you have a good internet connection that can handle the increased volume. In your browser, open the platform and the sound file and pause it. Minimize your browser screen. In Zoom, click on SHARE SCREEN on the bar the bottom of your screen. This will pull up a window of all your open files. This is visible to you but not to the attendees. Make sure you click on USE COMPUTER SOUND at the bottom of the window—if you do not do that, you will have an echo. Locate the file you want to share on screen in your presentation and double click on it to bring it onto your screen. Press the play button. When you are done, click on STOP SHARE at the top of the window.

If you are using a sound file within a program within your laptop, open it and minimize it. In Zoom, click on SHARE SCREEN on the bar the bottom of your screen. This will pull up a screen of all your open files. This is visible to you but not to the attendees. Make sure you click on USE COMPUTER SOUND at the bottom of the window—if you do not do that, you will have an echo. Locate the file you want to share on screen in your presentation and double click on it to bring it onto your screen. Press the button within your program to start playing the sound. When you are done, click on STOP SHARE at the top of the window.

## INTERACTION WITH ATTENDEES

During your presentation, we recommend attendees stay on MUTE. As presenter, you won't need to worry about this. This is something that the Moderator will handle for you so you can concentrate on your presentation.

You may wish to have a Q&A session toward the end of your hour. During this time, attendees can raise hands to be recognized or can chime in (your choice—just let them know). In GALLERY VIEW, you can see your attendees in boxes. You MAY be able to see actual raised hands or you might want to use CHAT and have them raise hands virtually via the icon. You will be able to see the virtual hand raises. If you call on them, they can press the space bar to temporarily unmute while asking their question.

If you wish to have attendees use the CHAT feature and type questions, you should discuss this with your moderator. The moderator can keep track of questions since the chat screen will only display the last bit of the chat. You can instruct attendees to only use CHAT for questions rather than lots of comments or you can open it for lots of interaction.

Whether you like written CHAT or oral discussion on screen is up to you.

There are a number of features within CHAT and we recommend you become familiar with them if you want to use that feature. Here's the Zoom Help Center link for USING IN MEETING CHAT:

<https://support.zoom.us/hc/en-us/articles/203650445-Using-in-meeting-chat#:~:text=Changing%20in-meeting%20chat%20settings.%201%20While%20in%20a,participants.%20Participants%20can%20still%20send%20...%20More%20items>

If you are new to using Zoom, we recommend keeping things simple. If you're experienced, have at it.

Zoom Buddies are available to assist you prior to conference. Just contact [wwwconference2020@hotmail.com](mailto:wwwconference2020@hotmail.com) and we'll hook you up!