

Tips for Quest Online Presenters

(FINAL, 1-25-21)

*Thank you for volunteering to give an online presentation at Quest. Please read the following tips and let your host know if you have any questions. We encourage you to print these tips and have them handy on the day you present. (**Note:** These tips are primarily geared to those using PowerPoint in their presentations, but many are applicable for all presenters).*

General Considerations

- You may use either a Personal Computer (PC) or Mac for your presentation.
- Chromebooks and iPads are not fully compatible with Zoom and, generally speaking, should not be used to prepare PowerPoints or to give presentations.
- There are two types of Zoom presentations: “Webinars” and “Meetings.” Webinars are generally conducted when PowerPoint presentations are used and the audience can speak, but cannot be seen. Meetings are generally discussion groups during which all attendees can be heard and seen.
- If your mic and/or camera are not working, inexpensive cameras and mics (using a USB connection) are available online. Check with Wayne Cotter of the Zoom team about your options.
- If your computer is dependent on WiFi (i.e., not connected to the Internet by a cable) and you encounter WiFi connection problems, consider moving your computer closer to your router or purchase an extender for your router which allows your WiFi signal to reach further in your home than it currently does. In addition, try to

minimize or eliminate the use of WiFi by other members of your household during your presentation.

- Prepare your PowerPoint presentation in a **4:3 format** - *not* 16:9. (To check the format, select the “Design” tab on PowerPoint and select the “slide size” icon at far right).
- There is no need to cram large amounts of information into one slide. If you have a lot of text, spread it out among many slides.
- Consider using charts, graphs and other displays which can enhance understanding.
- Don’t be afraid of using YouTube videos in your presentation. They are easy to embed and share.
- Make sure the type size in your PowerPoint is large enough for attendees to read (at least 24 point is usually a good size).
- We recommend that you take breaks for questions two or three times during the course of your presentation. To facilitate this, we recommend you include slides for “Questions and Comments” in your presentation, and also leave time to take questions at the conclusion of your presentation.

1-2 Weeks Before Presentation

- The Zoom Committee assigns a host for each presentation. Your host will contact you about two weeks before your presentation to rehearse.
- Rehearse with any notes you plan to use during your presentation so your host can assess how much noise any rustling of papers may generate.
- ***It IS possible to display your notes on the screen so you can look at the screen (rather than down at your notes) while presenting.*** For information on how to do this, go to <https://www.youtube.com/watch?v=jVTxnDdmNJ4> Also, you can contact Steve Allen.

- If you are including YouTube videos in your presentation, they should be **“embedded”** in your PowerPoint presentation so they run *directly in your slides* – this is *not* simply a link inserted in your slide. (Your host can explain how to embed.)
- You should email your *final* PowerPoint presentation to your host a few days in advance of your presentation date. This ensures your host will have a workable back-up version available on the day you present.
- We encourage presenters to be seen on camera when delivering their presentations. However, if you are primarily reading your presentation you may want to choose to activate your video panel only during the Q&A portions of your presentation. You can make this decision during rehearsal. (If you want to read from screen notes rather than physical notes, see the previous tip in this section)
- Make sure you are comfortable with Zoom Controls, such as “Share Screen,” mic, and camera.
- If you anticipate issues regarding running your own PowerPoint as you present, *ask your host to run the PowerPoint as you present*. This is a viable option that can materially ease your anxiety if you are uncomfortable with Zoom.

Setting Up Your Presentation

- If you are using a laptop, make sure it is fully charged and plugged in during your presentation.
- Your source of light should be in front of you, not behind you. If you have a window behind you, either close the shade or move your computer and/or turn on a desk lamp or light source in front of you.

- If your camera is positioned below your face this can present an unflattering look. You may want to place some books under your laptop so that you are looking straight at the camera.
- Ask others in your household not to use WiFi (e.g., another computer, Netflix, etc.) during your presentation, if possible.

Day of Presentation

- If you are conducting a Webinar, your host should have included you as a “panelist” in the invitation. You still must activate the registration link in the NWAQ and your invitation will indicate you are a panelist. This allows you to enter the Webinar before attendees and set up your presentation with your host. *(If you have two email addresses make sure your host listed you as a panelist with the same email address that you receive QuestBusiness emails on. If your host used a different email address, you will not be able to enter the session early.)*
- Use the invitation to join the Webinar *at least 30 minutes* prior to the scheduled start of your presentation. *If you have not been included as a panelist by your host you will not be able to enter the session early.*
- Have drinking water nearby.
- Take a bathroom break prior to your presentation.
- Mute, but *do **not** shut down your cell phone* (we advise not shutting down your cell phone in case the host needs to call you during the presentation).
- Disengage or mute any landline phones in the area.
- Ask other household members to remain silent during your presentation.

During Your Presentation

- If you are using notes, keep them off your keyboard.

- Glance at yourself periodically in the video panel to make sure you are positioned properly.
- Try not to move around too much; it can impact sound levels.
- If you are having trouble with your PowerPoint, let your host know and he/she will take over.
- If your computer crashes, try to link back in by using the email confirmation to re-enter the session.
- If an emergency arises and you have to step away from your computer, let your host know. Your host will fill in until you return.
- If you have problems advancing slides, try using the mouse (wheel) rather than the arrows on the keyboard. If that doesn't work, hit the "esc" key to leave the "slide show" option. You can then select the slide you want to display to your audience and then return to slide show.
- Finally, if any member of Quest provided slides to you or provided valuable technical or research assistance to you while preparing your presentation, please thank that person during your presentation.

Remember, don't worry if your online presentation doesn't run flawlessly - few do. Our Quest audience is quite forgiving when technical problems arise.

*The bottom line is the Zoom team, the Curriculum Committee and all Quest members appreciate your willingness to contribute to this ongoing virtual experiment. **Thank you!***

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